



DEPARTMENT OF THE NAVY
ENGINEERING FIELD ACTIVITY MEDITERRANEAN
PSC 817 BOX 51
FPO AE 09622-0051

ENGFLDACTMEDINST 5000.1

N1

12 June 00

ENGFLDACT MED INSTRUCTION 5000.1

Subj: ADMINISTRATIVE PROCEDURES MANUAL

1. Purpose. To publish administrative processes and procedures for conducting the daily business of ENGFLDACT MED Headquarters and its field offices.
2. Cancellation. ENGFLDACTMEDINST's 1754.1, 2280.1, 4200.8, 5402.2F, 7320.1, 12430.1, and all Standard Administrative Operating Procedures.
3. Discussion. This instruction details standard administrative operating procedures within the command and will be followed by all personnel attached to or serving with ENGFLDACT MED. Nothing in this manual is intended to contravene or supersede any provision of directives issued by higher authority. Conflicts noted should be brought to the attention of the Administrative Officer, N11.
4. Action. Department directors (includes all Integrated Product Team Leaders), special assistants, and field offices are responsible for ensuring compliance with the provisions of this manual. All personnel shall become familiar with the contents of this manual upon reporting on board and use it as a reference for completing administrative processes.
5. Change Recommendations. Processes change and newer ones are frequently added to the way we conduct business. Accordingly, recommendations for changes or new additions to this manual should be submitted to the Administrative Officer, N11 via the Chain of Command.


J. W. HOLLRITH

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Integrated Product Team Leader, Europe and North Africa (Code 09ATE)	
Integrated Product Team Leader, Italy (Code 09ATI)	

Copy to:

LANTNAVFACENGCOM (Code 011)

RECORD OF CHANGES			
Correction or Change No.	Date of Change	Date Entered	By Whom Entered
1	22 SEP 00	22 SEP 00	N1 Staff

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**1000 OFFICER FITNESS REPORTS AND MILITARY PERSONAL AWARD
RECOMMENDATION SUBMISSION**

LEAD PROCESS OWNER: CODE 00S

1. **Purpose.** To publish military officer fitness report and personal award recommendation submission procedures for field offices.

2. **Action**

a. Officer Fitness Reports. Engineering Field Activity, Mediterranean field offices are to submit fitness report inputs to Headquarters (Code 00S) 30 days prior to the report end date (periodic and detaching reports). Inputs should be prepared using the NavFit98 program and forwarded electronically. As a reminder, when drafting Block 41 inputs, substantiate your comments with numbers and details when at all possible. For example, people outside the command (i.e., selection boards) may not necessarily be familiar with the scope or complexity of a "commissary project", but will notice someone who "delivered a \$50M, 750,000 SF commissary on-time, under budget, and with no lost time, accidents or mishaps." Take time to draft and review these inputs before they are forwarded and pay attention to each and every block on the report. Following are input dates for periodic reports:

RANK	ENGFLDACT MED DUE DATES	REPORT END DATE
CDR	31 July	31 August
LCDR	30 September	31 October
LT	31 December	31 January
LTJG	31 January	28 February
ENS	30 April	31 May

b. Military Award Recommendations. All End of Tour personal award recommendations will be forwarded by Engineering Field Activity, Mediterranean field offices to be received by Code 00S, 120 days prior to the planned detachment date. Our policy is to present end of tour awards prior to the officer's departure. Specific act Navy Achievement medals under the Commanding Officer's signature authority require a citation only and should be submitted to Code 00S within 7 days of completion of the act.

c. Our officers deserve meaningful, well thought-out fitness reports and award recommendations. The time frames indicated above are necessary to ensure this happens. Proper

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planning by originators is imperative. Personal communications with the XO is mandatory if the above time frames cannot be met.

1550 AUDITORIUM AND CONFERENCE ROOM SCHEDULING (HEADQUARTERS)

LEAD PROCESS OWNER: N112

1. **Purpose.** To publish procedures for scheduling the use of command conference rooms, building auditorium, and executive conference room.

2. **Discussion.** N112 is responsible for scheduling the building auditorium and executive conference room (basement).

3. **Action**

a. ENGFLDACT MED department directors and special assistants shall schedule the building auditorium and executive conference room (basement) through an e-mail to code N112. The exact date and time as well as the potential number or attendees must be specified. Changes and/or cancellations are requested.

b. ENGFLDACT MED department directors and special assistants shall schedule the command conference rooms A, B, and C through the electronic calendars available in Outlook. Code OOS is the coordinator for the command conference rooms and will accept and/or decline the request based on availability and/or priority.

c. To schedule a command conference room through Outlook:

(1) Open your calendar in Outlook.

(2) Click on "actions" and then "new meeting request".

(3) Fill in the "start" and "end date" and "time" you would like to schedule the conference room for.

(4) Click on the down arrow by "show time as" and mark it as **busy**, by doing so you will prevent others from scheduling the same room for the same date/time.

(5) Click on "to" and scroll down to the "EFA Med Conference Room" you would like to schedule.

(6) Highlight the conference room (A, B, or C) by clicking it once and post it under "resources".

(7) Click on "O.K." to complete the operation.

(8) To check the availability of the room before the request is completed, click on "attendee availability". If there are no conflicts, click on "send" and notification of your reservation will be sent to the coordinator who will accept it.

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If a conflict is shown on your display, you can scroll through it to find an available time on that date or you would need to change the conference room selected and/or date. If the conflict is ignored and/or your reservation not marked "show time as" busy, you may incur a situation where the computer will accept more than one reservation. If the coordinator happens to catch the double reservation, one of the two will be declined. It is very important that all of the above steps are followed correctly in order to prevent last minute inconveniences.

(9) Once you have made your request, you will receive an acceptance or decline message from the system.

4. User Responsibilities. Users of conference rooms and the auditorium will comply with the following guidelines. Failure to do so may result in disapproval of future requests.

a. Ensure lights are turned off when the room is not occupied.

b. Furniture may be rearranged at the user's discretion, however, all furniture must be returned to its original configuration when the users are done.

c. At no time will furniture be removed from any room.

12 June 00**1754 SPONSOR PROGRAM**

LEAD PROCESS OWNER: N1

Subj: ENGINEERING FIELD ACTIVITY, MEDITERRANEAN SPONSOR PROGRAM

Encl: (1) Personal Background Information Sheet
(2) Sponsor Letter
(3) Sponsor Assignment Memorandum
(4) Check In/Out Sheet (ENGFLDACTMED 1754/1)
(5) Sponsor Checklists
(6) New Employee Orientation Schedule
(7) Sponsorship Fuel Memorandum

1. **Purpose.** To assign responsibilities and establish procedures to assist new personnel in making a smooth transition to living and working overseas.

2. **Background.** The Navy Sponsor Program was established in 1970 by the Chief of Naval Operations (CNO) to facilitate the relocation of naval personnel and their families when transferred on permanent change of station orders. CNO policy requires all naval activities to establish and maintain effective sponsor programs designed to facilitate the reception and settling in of new members and their families. A dynamic command Sponsor Program conveys to each member his or her importance to the command and the Navy. It is this command's policy to apply the sponsorship program to all new associates, military, civilian and local nationals.

3. **Scope.** This applies to Headquarters and all field offices of Engineering Field Activity, Mediterranean. While the enclosures are tailored to the Naples area, they may be modified to meet requirements at other locations.

4. Action

a. The Executive Officer/ROICC shall assign sponsors for all new military personnel.

b. The Command Sponsorship Coordinator, N1, shall:

- (1) Implement and maintain an effective sponsor program.
- (2) Ensure that sponsors are assigned for all incoming personnel.

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(3) Review the experiences of sponsors and new associates to obtain feedback and continually improve the program.

c. The Administrative Officer (N11)/ROICC shall (N11 for Headquarters Personnel/ROICC for the field offices):

(1) Complete the upper half of enclosure (1) for the new associate within 5 days of receipt of orders or assignment information.

(2) Prepare a command letter (enclosure (2)) to be mailed within 10 days of receipt of orders or confirmation of selection and provide a copy of the same to the designated sponsor.

(3) Prepare enclosure (3) when notified of the sponsor's name.

(4) When the new person arrives, give the employee enclosure (4) for completion.

d. Department directors shall:

(1) Using the information contained on enclosure (1), recruit and assign a sponsor (not the new employee's supervisor or the person being relieved) promptly upon request.

(2) Oversee the activities of the assigned sponsor.

(3) Allow the sponsor and new associate sufficient time to comply with the provisions of this instruction.

(4) Complete all items on the lower part of the Check In Sheet (enclosure (4)).

e. Sponsors shall:

(1) Be familiar with the command and its mission.

(2) Complete all applicable items listed on the checklists (enclosure (5)).

(3) Ensure new employee receives a copy of enclosure (6) upon arrival.

(4) Request extra gas coupons be issued (if applicable) from the Administrative Officer, N11, enclosure (7).

f. All employees/military members shall:

(1) Assist wherever possible to make new command members and their families feel welcome.

(2) Provide input from personal experience to the Command Sponsorship Coordinator to assist in updating and improving the sponsor program and enclosures (1) through (5).

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PERSONAL BACKGROUND INFORMATION

Name: _____

Rate/Rank/Grade: _____

Mailing address: _____

Home phone: _____ Duty phone: _____

E-mail address: _____

Marital Status: _____ Name of spouse: _____

Children (list names and ages): _____

Bringing pets? (list type and weight): _____

Shipping a POV? _____ From: _____ When: _____

Make: _____ Model: _____ Year: _____

Special conditions concerning family members: _____

Hobbies/Interests: _____

Special requests: _____

Detachment Date: _____

Taking leave? (list dates): _____

Leave address: _____

Leave Phone: _____

Sponsor Assigned: _____

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SAMPLE SPONSOR LETTER

LETTERHEAD

1754

N1/

Mr. William Kornafel
996 Nagle Drive
Rockledge Fl 32955

Dear William,

BENVENUTO a Engineering Field Activity, Mediterranean! We are delighted that you have accepted orders to our command and are anxiously looking forward to your arrival.

EFA MED Headquarters, made up of 6 officers and 65 U. S. and Italian civilians, supports 10 field offices located throughout Europe and North Africa. Our AOR stretches from the United Kingdom to Bahrain, and the workload is as varied and exciting as the countries in which we operate. I am sure you will find this tour to be especially interesting and challenging.

Living in Italy will be a unique experience with much to see and do. Italy is rich in culture and history, and you will find that every little village and city has some historical significance that adds greatly to the enjoyment of exploring the country.

You will soon receive a Welcome Aboard packet which contains very useful information designed to help you and your family plan your move and provide you with a good idea of what you will find once you arrive. If you have any questions, either on the material provided or otherwise, please do not hesitate to write or call your sponsor, Mr. Walter Buchanan, at DSN: 626-4720 or Commercial: 011-39-081-568-4720, extension 355. His e-mail is buchananwf@efamed.navfac.navy.mil.

We strongly recommend you hand carry your personnel records to preclude any delay in taking care of financial matters, etc. Ensure that you obtain Visas through your Personnel Support Detachment for your dependents. Italy now requires Visas in order to obtain Sojourner Permits to live and work here during your tour.

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Walter will arrange temporary hotel accommodations for you, and Jeff will continue to be in contact with you to assist in making your move as smooth as possible, and help you adjust to working and living in Italy.

Again, Welcome to EFA Med!

Sincerely,

James W. Hollrith
Captain, Civil Engineer Corps
United States Navy

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1754
Ser N5/

LT Edward S. McGinley
Defense Language Institute
Naval Security Group Detachment
Monterey, CA 93944

Dear Skip,

BENVENUTO a Engineering Field Activity, Mediterranean! We are delighted that you have accepted orders to our ROICC office in Rota, Spain and are anxiously looking forward to your arrival.

EFA MED supports 10 field offices located throughout Europe and North Africa. Our AOR stretches from the United Kingdom to Bahrain, and the workload is as varied and exciting as the countries in which we operate. Our Rota office has 2 officers and 18 civilians under EFA MED, as well as 6 military and 6 civilians among the Public Works personnel. I am sure you will find your tour in Rota to be especially interesting and challenging.

Living in Rota will be a unique experience with much to see and do. Spain is rich in culture and history, and you will find that every little village and city has some historical significance that adds greatly to the enjoyment of exploring the country.

You will soon receive a Welcome Aboard packet which contains very useful information designed to help you plan your move and provide you with a good idea of what you will find once you arrive. If you have any questions, either on the material provided or otherwise, please do not hesitate to write or call your sponsor, LTJG Dan Brubaker, at 011-34-956-82-1016, DSN 727-1016 or, alternatively, 011-34-956-82-2100, DSN 727-2100. His e-mail is brubakerj@navsta.rota.navy.mil

We strongly recommend you hand carry your personnel records to preclude any delay in taking care of financial matters, etc.

Dan will arrange temporary accommodations for you and continue to be in contact with you to assist in making your move as smooth as possible, and help you adjust to working and living in Spain.

Again, welcome to EFA MED!

Sincerely,

J. W. HOLLRITH
CAPT, CEC, USN
Commanding Officer

Copy to: LTJG Brubaker

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SPONSOR ASSIGNMENT MEMORANDUM

1754

date

MEMORANDUM

From: Executive Officer/ROICC
To: (inserts sponsor's name)

Subj: SPONSOR ASSIGNMENT

1. You are hereby assigned as sponsor for (insert new employee's name).
2. You are assuming a very important responsibility, one that should not be taken lightly. You will be our representative with (insert new employee's name) and his/her family. Their first impression of ENGFLDACT MED and life overseas in (Naples, Aviano, Rota, etc.) will be based on your performance as sponsor.
3. Take the time now to attend sponsor training and become familiar with what is expected of you. The sponsor instruction is a good start, but the individual interaction is up to you. Communicate often, share your experiences, and render all requested assistance.
4. You have my assurance that the command supports and appreciates this effort. Let your chain of command know of any problems or difficulties you are experiencing so that we can assist you.

XO/ROICC Signature Block

Department Assigned:	Department Head:
Name:	Grade:
Code Assigned:	Rotation Date:
	Sponsor:
Date In Country:	

X X

Department Head	
ITEM	SIGNATURE/DATE
Discuss AWS/Hours of Work	
Standard Form 450 (Financial Disclosure Statement. This will be determined by the D.H.)	
Security Clearance Level Required for Job:	

Enclosure (4)

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SPONSOR CHECKLIST

PRE-ARRIVAL

Contact new employee. Recommend shipping a POV as soon as possible. Explain the difficulty in transportation and the advantages to buying a second car when you first arrive.

Attend sponsor training through Family Service Center.
Obtain Welcome Aboard materials.

Send Welcome Aboard package (should include Benvenuti a Napoli, CONUS pre-departure checklist, area map, command organization chart, copies of the Panorama, etc.).

Make hotel reservation. (Military members must stay at the Costa Bleu Navy Lodge in Pinetamare. Recommend that civilians stay at the Holiday Inn, Pinetamare or American Hotel, Agnano). A request not to stay at the TLA Hotel may be submitted to ENGFLDACT MED Admin Officer with rational why staying at the a government facility is not feasible. The request will then be forwarded to NSA for approval/disapproval.

Make kennel reservations if travelling with pets.

Schedule Area Orientation Brief (**dates:** _____) and Inter-Cultural Relations (ICR) class (**dates:** _____). Make reservations for childcare if needed. Developmental childcare is provided for children age 6 weeks through 5 years by MWR free of charge for parents in these classes. A copy of the child's immunization record, passport and birth certificate must be presented prior to acceptance. Additionally, during the summer months, MWR offers Camp Adventure (for children in 1st -6th grade), a day camp open from 6 a.m. until 6:30 p.m. at Carney Park. Children may enroll for the entire summer or individual weeks as directed.

Arrange for transportation from arrival point to hotel. Ensure that you know their transportation needs (i.e. how much baggage, pets, children) so you can arrange for the proper size vehicle. *Van rental is available through Public Works.*

Draft an advanced schedule (similar to enclosure (6)) that includes Area Orientation, ICR, command indoctrination, house hunting appointments, etc. Review schedule with your supervisor and new employee's supervisor. Forward to new employee.

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Arrange for dinner the night of arrival (either at your home or a restaurant).

If needed, get a command letter (enclosure (7)) authorizing additional gas coupons during the sponsorship process (for tasks such as taking the new arrival to and from temporary lodging, commissary, house hunting and work). Apply to MVRO for additional gasoline authorization. An additional allowance of 100 liters per month for up to 2 months may be purchased.

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SPONSOR CHECKLIST**JUST PRIOR TO ARRIVAL**

1. Confirm arrival date, time, and place.
2. Confirm hotel reservation.
3. Confirm transportation to hotel.
4. Provide limited groceries to be placed in the hotel room. Suggested items include:

Milk	Coffee/tea bags
Snack Bars	Peanut Butter
Crackers/Chips	Jam/Jelly
Bread	Fruit
Cheese	Margarine/Butter
Lunch Meats	Bottled Water (At least
Baby food (if necessary)	a six pack)

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SPONSOR CHECKLIST

ARRIVAL

Meet new employee at the arrival point (Capodichino, Rome, or USAir bus in front of the American Hotel) with adequate transportation to the hotel.

Civilian

Bring new employee to Human Resources Office (HRO) to check in. HRO will provide a document confirming employment in Naples.

Within 8 days of arrival, all non-Italian citizens (except active duty members) must apply for a Sojourner's Permit (normally taken care of during Area Orientation). If not already completed during orientation bring new employee to Naval Legal Service Office at Capodichino to apply for Sojourner's Permit(s). Pictures can be obtained at NEX photolab.

Bring new employee to Personnel Support Detachment (PSD) to obtain ID card.

Military

If member arrives via Air Mobility Command (AMC) charter at Capodichino, Personnel Support Detachment Naples will collect the active duty Navy member's service record. They will also verify the record of emergency data (service record page 2) with the member. The individual will retain health and dental records, including those for dependents. Further, PSD check-in procedures and completion of travel claims will take place during Area Orientation. If not, PSD will collect all records at Area Orientation.

Transport new employee and family to hotel. Ensure that they check in without any problems.

Explain transportation options. Provide bus and shuttle schedules.

Take them to dinner. (If they prefer to sleep, do not force the issue).

12 June 00**SPONSOR CHECKLIST****POST-ARRIVAL**

Bring the new employee to the command to check in.

First Wednesday after arrival, new employee is required to attend the Area Orientation. Either provide transportation or explain the schedule for the bus from the TLA. Ensure the new employee brings the following information:

1. Medical and dental records (including all family Members)
2. Current driver's license for all drivers age 18 and older
3. Shot records for all school age children
4. Command/department phone number and mailing address
5. Passports
6. Copies of orders

Take new employee to the following locations at NSA Agnano:

1. Housing Welcome Office: initial interview and sign up for tours.
2. Personal Property Office: check in regarding express and normal household goods shipments.
3. Navy Exchange, Commissary, Navy Federal Credit Union (NFCU), Country Store, Library, Personal Owned Vehicle (POV) Lot and other services: general orientation.

Assist as needed with Department of Defense Dependents Schools (DoDDS) registration process for members with school age children.

Assist as needed with the house hunting process. Provide list of realtors.

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Tour the area, both for general orientation and to provide housing overview. Suggested areas include representative parques, Carney Park, AFSouth, etc.

NEW EMPLOYEE SCHEDULE/ORIENTATION

MON	TUE	WED	THU	FRI
	AM-Arrive	Area Orientation	Area Orientation	Area Orientation
AM-Command Check In (Dept Head, Desk,etc.)Area Orientation	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)	Inter-Cultural Relations (ICR)
Command Check In (CO/XO)	Housing Tours	Housing Tours	Housing Tours	Housing Tours
Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items	Turnover/ Admin Items
Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)	Housing Tours (As Needed)
Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)	Turnover/ Admin Items (As Needed)

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SPONSORSHIP FUEL MEMORANDUM

4026

Date

MEMORANDUM

From: Commanding Officer Engineering Field Activity,
Mediterranean

To: Director, Motor Vehicle Registration Office

Subj: SPONSORSHIP FUEL

1. (Sponsor's Name, SSN, Rank or Series/Grade), is assigned as the sponsor for (New employee's name, SSN, Rank or Series/Grade) who will arrive on (date).

2. It is requested that additional gas coupons be authorized for (month(s), year).

(Administrative Officer)

By direction

4200 GOVERNMENT COMMERCIAL PURCHASE CARD PROGRAM

LEAD PROCESS OWNER: N2

Ref: (a) NAVSUPINST 4200.85C <http://www.navsup.navy.mil>**1. Purpose**

a. The Department of the Navy (DON) has issued a task order (#0003) under the General Services Administration (GSA) SMARTPAY contract (#GS-23F-980060) to obtain purchase card certificates from CITIBANK. The contract provides, at the request of Federal ordering agencies, Government-wide commercial purchase cards and associated services for civilian and military Government employees to make purchases for official Government use. This article provides guidance on the appropriate use of the program by ENGFLDACT MED personnel.

b. Command policy is to use the Government-wide Commercial Purchase Card (GCPC) for purchases not exceeding \$2,500. As a payment vehicle for contracts (up to \$100 thousand), or other authorized agreements, use of the purchase card may exceed \$2,500. ENGFLDACT MED shall manage the Government-wide Commercial Purchase Card Program to ensure that all transactions comply with the GSA contract guide, reference (a), this article, and other applicable internal Navy regulations.

2. Applicability. The GCPC may be used to purchase supplies, services and construction per Part 13 of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation System (DFARS), Naval Acquisition Procedures System (NAPS), GSA Contract Guide, Reference 9a, Head of Contracting Agency (HCA) instructions, and local operating procedures. The card may also be used to order directly from required sources (i.e. National Industry of Severe Handicap (NISH) and National Industry of the Blind (NIB)). Without exception, the GCPC may only be used for authorized U.S. Government purchases.

3. Background. CITIBANK, is the contractor who maintains all GCPC accounts, issues cards to Cardholders, sends monthly statements to Cardholders and Billing Officials and provides various reports to Activity Program Coordinators.

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4. Policy

a. Activity Program Coordinator (APC). The command APC contact is:

- (1) Contract Specialist
Engineering Field Activity, Mediterranean (N2)
PSC 817, Box 51
FPO AE 09622-0051

(2) The APC is the liaison between this command, CITIBANK, and the GSA Contracting Officer. They oversee the GCPC program, establish guidelines and submit changes to dollar limitations or authorized merchant codes to CITIBANK. The APC also coordinates applications, issuance and destruction of cards, establishment of reports, and administrative training.

b. Designated Financial Office Contact. The financial point of contact is:

- (1) Budget Analyst
Engineering Field Activity, Mediterranean (N13)
PSC 817, Box 51
FPO AE 09622-0051

(2) The Financial/Comptroller point of contact coordinates posting of transactions in the Facilities Information System (FIS).

(3) Assists the APC for the establishment of the field office local programs.

(4) Supports field office Card Holders (CH's) and Approving Officials (AO's) providing training and guidelines for establishment of their obligation of funds in FIS.

c. Approving Official (AO). The designated AO Point of Contact is:

- (1) Budget Analyst
Engineering Field Activity, Mediterranean (N13)
PSC 817, Box 51
FPO AE 09622-0051

The AO is responsible for reviewing and verifying the monthly purchase card statements of the ENGFLDACT MED cardholders. The AO must verify that all purchases were necessary and for official government purposes in accordance with the applicable directives. The AO is also the certifying

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officer for ENGFLDACT MED cardholders and in that capacity certifies the monthly billing statement and forwards them to:

U.S. Naval Support Activity
Commercial Bill Paying Office
Attn: Code CR3
PSC 810 Box 58
FPO AE 09622-0051

d. Disputes Office Contact. The Disputes Office contact is:

(1) Contract Specialist
Engineering Field Activity, Mediterranean (N2)
PSC 817, Box 51
FPO AE 09622-0051

(2) This individual is the ultimate POC to formally coordinate, process and monitor all disputed purchases, credits or billing errors as established in reference (a) and NAVSUPP Policy Letter 21C1/0002 PC00-01 dated 7 Oct 99.

(3) Note that field offices are required to designate a local disputes contact.

e. Cardholder. The Cardholder is the individual to whom a card is issued. The card bears this individual's name and shall only be used by this individual to pay for authorized U.S. Government purchases. Prior to making purchases, the Cardholder must receive a delegation of authority from:

(1) Chief of Contracts (N2)
Engineering Field Activity, Mediterranean
PSC 817, Box 51
FPO AE 09622-0051

(2) This delegation of authority will specify the single purchase limit, the billing cycle purchase limit and the transaction types authorized.

f. Training. Prior to issuance of a purchase card, all prospective Cardholders and cognizant Billing Officials must complete the Department of the Navy Purchase Card Interactive CD ROM training or attend an alternative APC approved equivalent course. The APC shall provide Cardholders and Billings Officials with information and basic orientation on how to use this card per agency policy. Refresher training is required at least every 3 years for Cardholders and others involved in the process to ensure compliance and understanding of contracting

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authority and local operating procedures.

(1) Upon completion of training, the APC, Prospective Cardholders, Billing Officials and others involved in the purchase card process must provide the following certification:

(a) I, print name of purchase card participant,
Hereby certify that I have successfully completed (circle one):
(1) the Department of the Navy Purchase Card Training
Interactive CDROM or (2) other approved equivalent course
(certificates attached). Additionally, I have reviewed and
understand ENGFLTACTMEDINST 5000.1, article 4200.

Signature _____

Date _____

g. Dollar Limits Associated with The Card. Use of the purchase card by cardholders is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit. The purpose of these dollar limits is as follows:

(1) Single Purchase Limit. The statutory single purchase limit, \$2,500, is a limitation on the procurement authority delegated to the cardholder by the Chief of Contracts (N2). This dollar limit cannot be exceeded unless a revised delegation of authority is issued by N2 raising the limit. Single purchase limits may be assigned to cardholders in \$50 increments.

(2) Billing Cycle Purchase Limit. The billing cycle card holder limit is a budgetary limit assigned to each cardholder. The total dollar value of purchases when using the card for any billing cycle shall not exceed the billing cycle purchase limit set for the cardholder.

(3) Billing Cycle Office Limit. The monthly office limit is a budgetary limit established for each Billing Official. The limit shall not exceed the sum of the Billing Official's cardholders' monthly purchase limits and should reflect spending history as well as budgetary trends.

(4) Use of the purchase card for contract payment purposes is encouraged. Use of the purchase card may only exceed the \$2,500 single purchase limit if used as a payment method under a contract and should be coordinated with the APC. Payments using the purchase card may not exceed \$100,000.

h. Vendor Authorization. When issuing this card to an employee, authorization codes shall be established by the APC and shall be incorporated in the card. Under normal

circumstances, merchants are required to obtain authorization from CITIBANK for purchases over \$50,000. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the merchant, the CITIBANK authorization system will check each individual cardholder's Single Purchase Limit, the Billing Cycle Purchase Limit, the Billing Official's Office Limit, transaction method, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

i. Card Security. It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder must not allow anyone to use their card or account number. A violation of this trust shall require that the card be withdrawn from the cardholder with possibility of subsequent disciplinary action.

j. Standards of Conduct. Because our employees hold a public trust and their conduct must meet the highest ethical standards, all agency employees shall use this card only to purchase items and services within the guidelines of this program. The Government may punish wrongdoers by fine, imprisonment, or both, and making false statements on purchase card records may be cause for removing the employee from Federal Service. Billing Officials hold monetary liability for payment of invoices.

k. Unauthorized Use of a Card. ENGFLDACT MED shall not be liable for any unauthorized use of the GCPC.

(1) "Unauthorized use" means the use of a purchase card by any person other than the cardholder whose name appears on the purchase card. "Unauthorized use" also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority. (See footnote 22, Section 226.12, Title 12 Code of Federal Regulations.)

(2) A cardholder that makes unauthorized purchases or negligently uses the card may be liable to the Command for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence and may also be subject to disciplinary action for the unauthorized or negligent use.

l. Other Authorized Uses. Except as discussed below, the purchase card may be used for ALL micro-purchases that do not require a written purchase order.

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(1) The requirement for a written purchase order would include foreign military sales, rental and lease of vehicles, classified requirements, or any purchase which may require specified terms and conditions. If the GCPC is used to pay for a purchase made by using a purchase order, the vendor shall be provided the necessary information either in person or by telephone and the statement "payment to be made by purchase card" shall be inserted on the form. **DO NOT INCLUDE SPECIFIC INFORMATION FROM THE CARD ON THE PURCHASE ORDER.**

m. Restrictions On The Use Of The Purchase Card. The card shall not be used for the following:

(1) Cash Advances

(2) Rental or lease of land or buildings

(3) Telecommunications (telephone) services (i.e. major systems such as FTS 2000, DSN, or Base telephone systems). This restriction does not include short term services (i.e. rental of beepers, telephone relocations, etc).

(4) Gasoline or oil for DON-owned aircraft, vessels, and vehicles unless the requirement falls within the following criteria: CONUS/Alaska locations - less than 10,000 gallons required annually and overseas/Hawaii - less than 20,000 gallons required annually.

(5) Repair of GSA leased vehicles

(6) Expenses associated with official travel including transportation, lodging, meals. (This prohibition does not include requirements such as conference room rental).

(7) Hazardous Material (HAZMAT), except commonly used hazardous materials as defined in reference (a) (chapter 6A, paragraph 4) and procured using the following procedures:

(a) The end user/cardholder must comply with established local base or activity procedures for the procurement and use of HAZMAT. Such procedures shall, at a minimum, require screening the requested material against the activity's authorized use list and approval by the designated HAZMAT official of a contractor-provided material safety data sheet.

(b) Obtain pre-award approval by submitting a copy of a current contractor provided MSDS along with the purchase

request to the designated HAZMAT official.

(c) If the HAZMAT official approves the purchase:

(1) Change in the material approved under this purchase is not permitted; and

(2) The shipping container must be labeled per the Hazard Communication Standard (29 CFR 1910.1200 et seq.).

(8) Unpriced services, **unless** the cardholder can establish a ceiling price that will not be exceeded by the contractor. This authority is limited to services in which commercial practice sets market prices for services, and those market prices are identified in the cardholder documentation along with the ceiling price established.

5. Procedures

a. Micro-Purchase Procedures When Using The Card. Prior to soliciting a quotation, the Cardholder must:

(1) Have sufficient funds committed by the financial office contact to pay for the purchase. Bulk funding committed to the cardholder's account is mandated. In unusual circumstances, when bulk funding is not utilized, the Cardholder shall ensure appropriate funding is available prior to each purchase.

(2) Ensure that required sources of supply were screened and appropriate waivers are in place when those sources are not utilized. Micro-purchases procured with the Government wide commercial purchase card need only reflect evidence of screening for a statutory sources of supply (e.g. NISH/NIB) and may be documented on a cardholder log or other simplified record.

b. Pertinent information discussed between the contractor and cardholder when requesting quotes and making award may be documented on a cardholder log or other simplified record.

c. If the merchant's price is fair and reasonable, the Cardholder may proceed to purchase the supplies. This may be accomplished:

(1) Over the Counter when the cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available; or

(2) Over the Phone where orders are placed by phone

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and the contractor delivers the supplies to the activity or government pick-up is authorized.

d. Whether the purchase is made over-the-counter or over the phone, the following applies:

(1) In order to protect the integrity of the process, a minimum two way separation of function is required. If the cardholder is picking up material at a contractor's place of business, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign for receipt. If a second individual will not be available, the activity should have some process to ensure the integrity of the purchase (i.e. obtaining Billing Official approval in advance, etc.).

(2) Merchants should be reminded not to charge sales tax, unless the location of the merchant's business is in a state or country that does not afford the U. S. Government a tax exempt status under its state, country, and/or local laws.

(3) Fees paid by merchants to obtain the requested goods/services can be added to the price of items in overseas locations.

(4) The cardholder should advise the merchant that the purchase card account may not be charged until after material is shipped.

(5) Back Ordering or delivering partial quantities should be avoided. If an item must be backordered or a partial quantity accepted, the merchant must agree to only bill for the actual quantity shipped.

(6) For ease in reconciliation, cardholders should attempt to have all material delivered or picked up within the same billing cycle.

(7) Cardholders must retain any documentation received from the vendor as this will later be used to verify the transactions shown on the cardholder statement. This document may be a charge slip, cash register receipt, packing list, etc. If a packing slip is the only documentation available, it is acceptable if it has a price incorporated. If for some reason the cardholder does not have documentation of the transaction, an explanation will need to be attached to the statement during the reconciliation process.

(8) A log shall be used to document or record telephone purchase card transactions. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the Billing Official.

(9) The Cardholder must record each purchase in the Excel Spreadsheet (Headquarters on the LAN, field offices on diskette). The log shall be filled with relevant data to each purchase. **Dollar value of goods or services purchased in local foreign currency must be logged at the current years Budget Rate of Exchange and never adjusted to the dollar rate used by CITIBANK later.** The annual Budget Rate of Exchange for local currency is provided by the Financial/Comptroller contact.

(10) The Financial/Comptroller contact shall access the purchase log and complete each record with data pertaining to the obligation of funds into FIS and, as soon as available, the date the payment was processed for each purchase.

e. The single purchase to be paid for using the card may be comprised of multiple items and cannot exceed the authorized single purchase limit. Purchases will be denied if the authorized single purchase limit is exceeded. Requirements shall not be broken down into multiple transactions to permit the use of the purchase card nor to stay within the single purchase limit.

6. Action

a. Shipment of Material. A shipping document or packing slip should be included in each package with the following information:

(1) Merchant's name and address.

(2) Annotation to forward document to the Cardholder by name and code (but no account number should appear on shipping document).

(3) Date of order.

(4) Requisition number/job order number.

(5) Date of delivery or shipment.

(6) Itemized list of supplies furnished, including quantity.

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(7) Complete "MARK FOR" address, including Unit Identification Code (UIC), FPO address and local address of the activity for which the material is being procured.

(8) Requisition number or other reference number issued by the cardholder.

b. Invoicing Procedures. CITIBANK will provide and distribute two separate monthly documents at the end of the 30-day billing cycle as described below:

(1) Cardholder Statement of Account (SOA) - All purchases, credits, and other transaction data that the cardholder has made in the monthly billing cycle.

(2) Billing Statement - The official invoice which provides summary data for each cardholder the Billing Official is responsible for.

c. Reconciliation. At the end of each monthly billing cycle, the cardholder shall reconcile the information on their statement by verifying each transaction and filling in the appropriate accounting classification in the accounting code block, if different from the master accounting line, and a description for each transaction. The cardholder must then sign the statement, attach all supporting documentation and forward to the Billing Official or designated alternate. If an item has been returned and the credit voucher received, the cardholder shall verify that the credit is reflected on the statement. If transactions and credits are not on the next monthly statement, the transaction documentation shall be retained by the cardholder until the transaction or credit appears on the statement. If the transaction or credit does not appear on the following monthly statement the cardholder or Billing Official shall notify the Disputes Office contact to resolve and reconcile the statement. The cardholder must sign the monthly statement and forward it to the Billing Official within 3 workdays of receipt. If the cardholder cannot review the statement at the time that it is received, the Billing Official is responsible for reviewing and certifying the cardholder's statement and shall meet with the cardholder upon his/her return to verify the cardholder's statement.

(1) Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send with the statement, they must attach an explanation that includes a description of the item, date of transaction, merchant's name, and why there is no supporting documentation.

(2) Billing Official. The Billing Official is responsible for reviewing the cardholder's monthly statement of account and forwarding the Billing Statement to the command financial office contact, unless otherwise directed, for payment within 10 days after the end of the billing cycle. The Billing Official must date stamp the Billing Statement with the date received. If the Billing Official does not clearly identify the date of receipt on the Billing Statement, the Prompt Payment Act requires the payment office to use the statement date as the assumed date of receipt. In many cases, this will result in the payment not being made within 30 days and interest penalties will be assessed.

d. Billing Errors and Disputes.

(1) Cardholders should attempt to resolve all discrepancies or billing errors with the merchant first.

(a) The cardholder will notify the APC and the AO of the disputable charges or the billing errors found. The cardholder will mark the monthly account statement indicating the item(s) in question, then he/she will date and sign the statement and forward it to the AO. It is the responsibility of the cardholder to ensure that the vendor provide within five days a written commitment to immediately start the necessary steps to credit the cardholder's account for the improper charges. If the the vendor neither provides this commitment within five days or openly refuses to provide it, the cardholder should then contact the Disputes Office Contact to start the formal dispute procedures through CITIBANK.

(b) The AO, under pay and confirm procedures, will process the invoice or payment in full. Items contained on monthly GCPC account statements that have been shipped and not received shall be processed and submitted for payment subject to subsequent verification of receipt and acceptance by the organization. If the item(s) are not received and accepted within 45 days from the date of receipt of the billing statement where first appeared, the charge should be formally disputed. Note that the purchase card is not authorized for use in situations where the merchant bills for ordered goods in advance of shipment or delivery.

(c) Defective merchandise received should also be processed for payment subject to the ordering activity first contacting the merchant to arrange for the replacement, exchange, or return of the defective item and the charge should be disputed. Disputed procedures should also be followed if the

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replacement, exchange, or credit has not been received within 45 days of the billing.

(d) Unauthorized, erroneous, altered, and duplicate purchase card charges should be disputed immediately.

(e) When processing invoices under the pay and confirm procedures described above, activities are certifying that items contained on the monthly statement are (1) valid orders (i.e. authorized items purchased with correct dollar values) for which payment should be made or (2) items which are being disputed because of conditions listed in subparagraph (3) above.

(f) For items to be formally disputed, the cardholder must complete the Cardholder Statement of Questioned Item form and submit it to CITIBANK. CITIBANK will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the appropriate designated Billing Official.

(g) Defective Items. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be formally disputed through CITIBANK. Items in dispute are handled in the same manner as billing errors.

(h). Contact With CITIBANK. CITIBANK shall be contacted by cardholders only to report a LOST OR STOLEN card. All other questions shall be directed to the contacts listed in these procedures.

(i). Lost or Stolen Cards. Telephone Notification. If the card is lost or stolen, it is important that the cardholder immediately notify CITIBANK, at one of the following phone numbers. These phones are manned 24 hours per day:

(1) Inside of CONUS call: 1-(800) 790-7206

(2) Outside of CONUS call collect: 001-(904) 954-7850

(3) Written Notification. The cardholder must also notify their Billing Official of the lost or stolen card within 1 workday after discovering the card missing. The Billing Official shall submit a written report to the APC within 1 workday. The written report to the APC shall include:

- (a) The card number
- (b) The cardholder's complete name
- (c) The date and location of the loss
- (d) If stolen, date reported to police
- (e) Date and time CITIBANK was notified
- (f) Any purchases(s) made on the day the card was lost/stolen
- (g) Any other pertinent information

(4) Card Replacement. CITIBANK will mail a replacement card within 2 business days of the reported loss. A card that is subsequently found by the cardholder after being reported lost or stolen shall be cut in half and given to the Billing Official or the APC. The APC shall notify CITIBANK that the card was destroyed.

e. Separation of Cardholder. Upon separation of a cardholder, the cardholder must surrender the card to their Billing Official or APC. The APC shall notify CITIBANK to cancel the account.

f. Transfer of Cardholder to Another Billing Official. If a cardholder is transferred to another office within NAVFAC, the cardholder's account may simply be transferred to the receiving Billing Official at the end of the current billing cycle. However, the APC, Billing Official, and cardholder shall ensure that all transactions are completed and that there are no unresolved disputes before transferring the account. If a cardholder moves to a different Billing Official outside NAVFAC, the cardholder account shall be cancelled. The new Billing Official shall determine if the employee will be a cardholder within his/her office and if so, a new account shall be established.

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5211 PRIVACY ACT (PA)/FREEDOM OF INFORMATION ACT (FOIA)**LEAD PROCESS OWNER: N11**

Ref: (a) SECNAVINST 5211.5D <http://neds.nebt.daps.mil>
(b) SECNAVINST 5720.42F <http://neds.nebt.daps.mil>
(c) OPNAVINST 5510.161 <http://neds.nebt.daps.mil>
(d) NAVFACINST 5720.14C
<http://navfacilitator.navfac.navy.mil/>

1. **Purpose.** To implement references (a) and (b), which prescribe policies, procedures, conditions, and criteria applicable to responding to requests of members of the public for copies of Department of the Navy records.

2. **Background.** The Privacy Act (PA) of 1974, published within the Department of the Navy by reference (a), is designed primarily to protect the personal privacy of individuals whose records are maintained by agencies of the Federal Government. The Freedom of Information Act (FOIA), published by reference (b), is designed to make available to the public the maximum information concerning operations, activities, and administration of the Department of the Navy and other Federal agencies without invading the privacy of any individual. Although having different primary objectives, the two acts, if carefully applied, are generally complimentary in nature.

3. **Unclassified Technical Data.** FOIA requests for unclassified technical data determined to be subject to the withholding authority affected by reference (c) shall be denied under 5 U.S.C. Section 552(b)(3). Appeals shall be handled per reference (b).

3. **Denial Authority.** Officers authorized per Section 0120, Manual of the Judge Advocate General, to convene general courts-martial are authorized per reference (a) to deny requests for notification, access, and amendment of records related to matters within their respective areas of responsibility. Per reference (b), these same officers are authorized to deny FOIA requests for documents or records relating to matters within their respective areas of responsibility. Reference (d) delegates initial denial authority to the Commanding Officer and Executive Officer, Engineering Field Activity, Mediterranean.

5. Action

a. Administrative Officer (N11). The central focal point for PA and FOIA requests shall be N11. N11 shall review all

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incoming and outgoing PA and FOIA correspondence and be responsible for providing the reports described in paragraph 6.

b. Department directors, special assistants, and field offices shall forward each PA and FOIA request to N11 along with one copy of the record requested no later than the workday following the receipt of the request. Classified documents shall be handled per pertinent security regulations.

c. Budget Officer (N13). N13 shall be responsible for the collection of fees per reference (b) and for the deposit of the fees collected into the appropriate account.

d. Counsel (Code 09C). Code 09C provides legal assistance/review on all FOIA requests.

6. Required Reports. Per references (d), a copy of all denial letters shall be submitted to Commander, Naval Facilities Engineering Command (Code 92).

a. Annual Freedom of Information Act Report (DD-A(A)1365(5720), 25 October.

b. Annual Privacy Act Report (DD-A(R&R)1379(5211)), 15 February.

5213 FORMS MANAGEMENT

LEAD PROCESS OWNER: N11

Ref: (a) SECNAVINST 5213.10D <http://neds.nebt.daps.mil/>

1. **Purpose.** To set forth policies, responsibilities, and procedures for the design, drafting, and management of forms at ENGFLDACT MED Headquarters, per reference (a).

2. **Policy.** Department directors or special assistants shall, at least annually and normally in conjunction with the governing instruction, review forms which they originate to ensure that they are effective, efficient, economical, and not superseded by a higher authority form. Each department director, or special assistant, shall ensure that all forms are supported by the Standard Organization Regulations Manual or this Manual specifying their preparation and use. Higher authority standardized forms will be used in all cases except where a command unique form is MANDATORY to support a local requirement. Command unique forms will be drafted to standards published in reference (a). A "bootleg" form is an uncontrolled form, issued without an identifying prefix or number, guiding instruction, ENGFLDACT MED form number, not designed to be compatible with any standard method of fill-in, and for which no provisions for reproduction have been made. This type of form is not authorized for use in this command. Reproduction of forms will be authorized by the Forms Control Manager, N11.

3. **Reproduction.** The Forms Control Manager, N11, will ensure, to every extent possible, all forms are placed in electronic media and readily accessible on the Local Area Network or on individual desktop files.

4. Responsibilities

a. The responsible department director or special assistant shall indicate their approval of all forms generated by completing block 16 of the Request for New or Revised Form (OPNAV 5213/19). This person shall also ensure no "bootleg" forms are used within their department/code.

b. The Forms Control Manager shall:

(1) Manage the overall program, using the guidance in reference (a).

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(2) Serve as a point of contact with the department directors and special assistants of ENGFLDACT MED on forms management matters.

(3) Validate, approve, and assign form control numbers to all new or revised ENGFLDACT MED forms, per reference (a). Maintain a master case file of approved forms with the OPNAV 5213/19 attached.

(4) Serve as the central clearing point for control of all ENGFLDACT MED originated forms.

(5) Maintain and update a listing of all ENGFLDACT MED unique forms (authorized and pending) for distribution to command components.

5. **Action.** When a ENGFLDACT MED or departmental instruction, that contains a form(s), comes under review or is being originated, the below procedures will be followed:

a. The originating department director, special assistant shall provide a copy of the form(s) attached to a completed OPNAV 5213/19, for a new or revised form, to the Forms Control Manager for review.

b. The Forms Control Manager shall either approve or disapprove the form(s) request and ensure it is put into electronic media. If disapproved, the form will be returned with the specific reason noted on OPNAV 5213/19.

6. **Forms Management Records.** All forms supported by ENGFLDACT MED shall be numbered and filed by the Standard Subject Identification Classification System. A case file for each originated form shall contain a completed OPNAV 5213/19 copy of the requiring instruction, a copy of the printed form, and any subsequent revisions. Case files for canceled forms shall be disposed of per the Navy and Marine Corps Records Disposal Manual. Departmental masters and documentation shall be maintained in files designated by the Forms Control Manager.

7. **Form Availability.** Request for New or Revised Form (OPNAV 5213/19) is available at: <http://neds.nebt.daps.mil/>

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5215 DISTRIBUTION LIST

LEAD PROCESS OWNER: N11

1. **Purpose.** To publish the standard distribution list for distribution of written directives and correspondence within ENGFLDACT MED.

2. **Action.** The following standard distribution list provides for efficient distribution of correspondence and directives:

- (1) Commanding Officer (00)/Executive Officer (09)
- (2) Operations Officer (Code 09A)
- (3) Appraiser (Code 09B)
- (4) Counsel (Code 09C)
- (5) Host Nation Liaison Officer (Code 09D)
- (6) National/Political Advisor (Code 09E)
- (7) Resources Management Department (N1)
- (8) Chief of Contracts (N2)
- (9) Integrated Product Team, Italy (Code 09ATI)
- (10) Integrated Product Team, Europe and North Africa (Code 09ATE)
- (11) Integrated Product Team, Bahrain (Code 09ATB)
- (12) Design Product Line Coordinator (N4)
- (13) Construction Product Line Coordinator/ROICC Operations (N5)
- (14) Real Estate Product Line Coordinator (N6)
- (15) Environmental Product Line Coordinator (N8)
- (16) Base Operations Support Product Line Coordinator (N9)
- (17) Bahrain Office
- (18) Cairo Office
- (19) La Maddalena Office
- (20) London Office
- (21) Northern Italy Office
- (22) Southern Italy Office
- (23) Rota Office
- (24) Souda Bay Office
- (25) Vicenza Office
- (26) Sicily Office
- (27) Deputy Operations Officer/Component Business Officer (Code 09A1)
- (28) Claimant Liaison Officer (Code 09A2)

If the originator determines that a deviation from the standard list is necessary, the following example format should be used:

Distribution:

ENGFLDACTMEDINST 5000.1, Article 5215 (less (4) (5) (7))

ENGFLDACTMEDINST 5000.1

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Request for Revised Distribution. All instructions and notices are available on the Local Area Network (LAN) or held at the field offices. Requests for changes to the distribution list shall be submitted to the Administrative Officer (N11).

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5216 COMMAND CORRESPONDENCE

LEAD PROCESS OWNER: N11

Ref: (a) SECNAVINST 5216.50 <http://neds.nebt.daps.mil>

Encl: (1) Incoming Correspondence Macro Flow Chart
(2) Outgoing Correspondence Macro Flow Chart

1. **Purpose.** To publish procedures for preparing and routing incoming and outgoing correspondence.

2. **Action**

a. Reference (a) (Department of the Navy Correspondence Manual) will be used exclusively for formatting all outgoing correspondence (letters, point papers, etc.) leaving the command. **The standard font type and size to be used will be Courier New, 12pt.**

b. Incoming action correspondence will be routed on Engineering Field Activity, Mediterranean Action Correspondence (ENGFLDACT MED 5216/1) Route Sheet by the Administrative Officer (N11). The department/code/field office assigned action is responsible for:

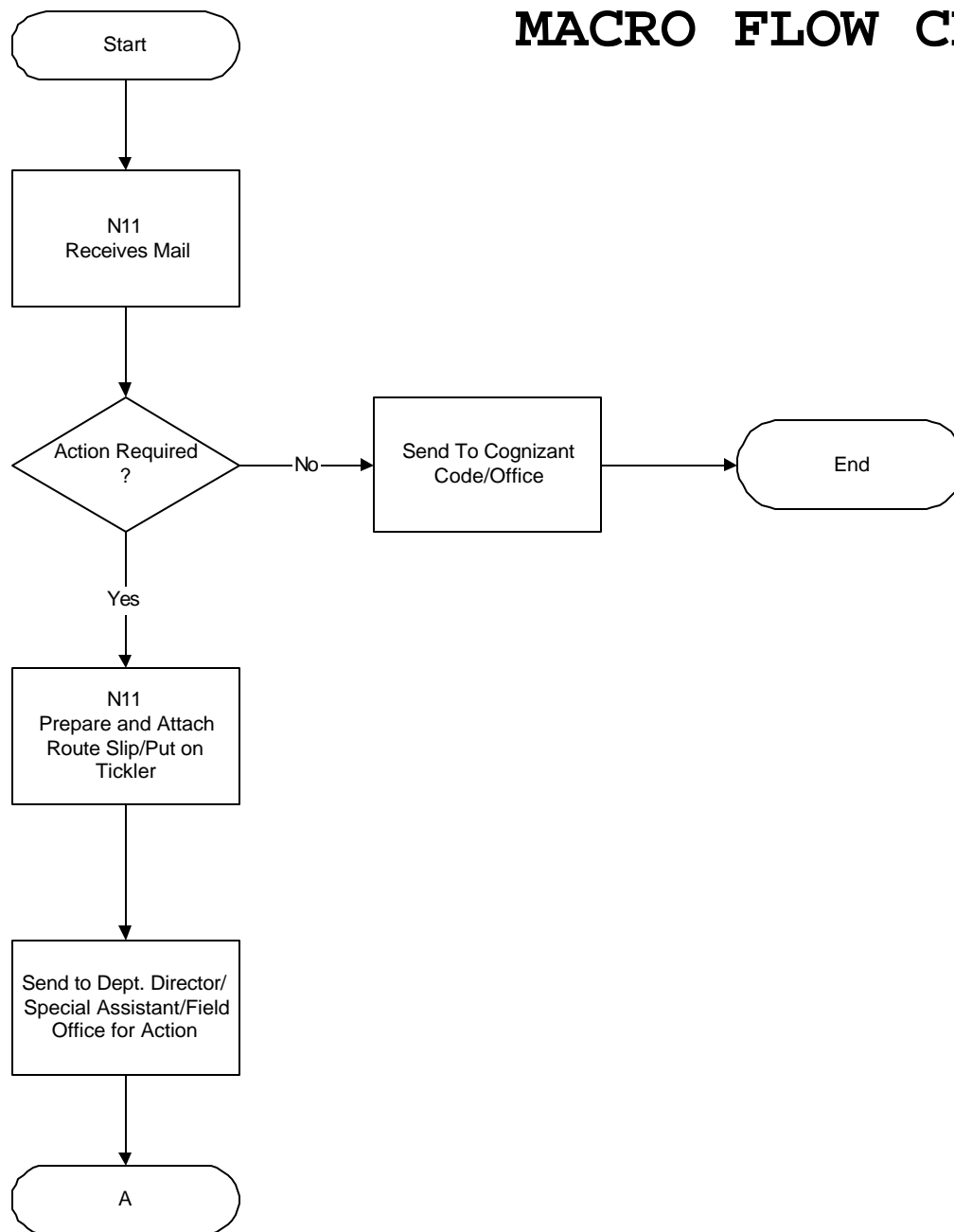
(1) Ensuring action is completed by the assigned reply date or informing N11 that an extension is required; or, "selling" the action to another dept/code/field office and notifying N11.

(2) Returning the original route sheet (ENGFLDACT MED 5216/1) to N11 when action has been completed and indicating in the remarks section of the route sheet how/when a reply was sent (e.g. "answered by ltr 11101 Ser N1/122 of 11 Jun 99).

(3) Providing N11 a copy of all official correspondence sent outside the command.

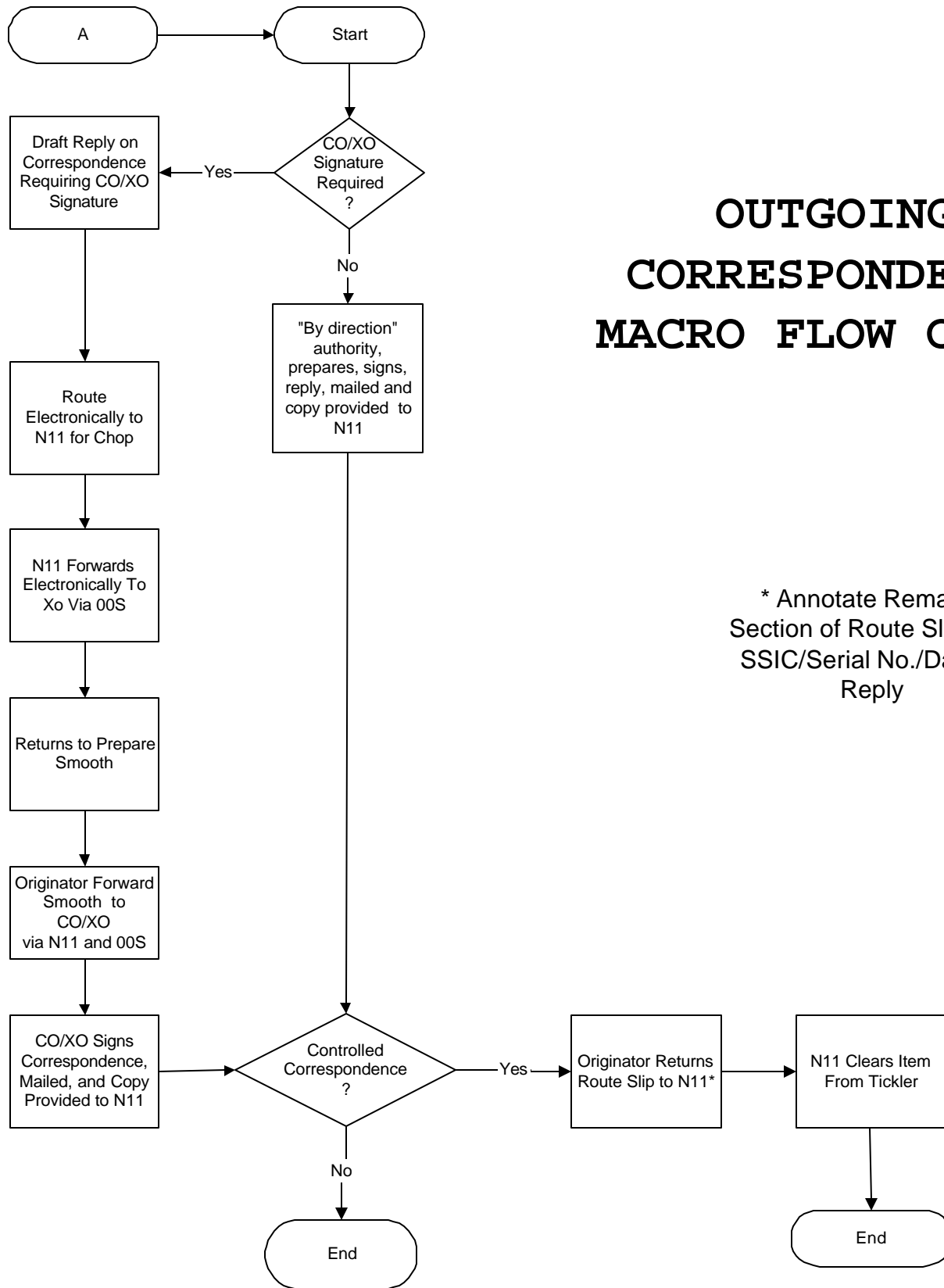
c. Enclosures (1) and (2) identify the incoming and outgoing correspondence processes.

INCOMING CORRESPONDENCE MACRO FLOW CHART



OUTGOING CORRESPONDENCE MACRO FLOW CHART

* Annotate Remarks
Section of Route Slip with
SSIC/Serial No./Date of
Reply



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5218 MAIL HANDLING AND DELIVERY PROCEDURES

LEAD PROCESS OWNER: N11

Ref: (a) OPNAVINST 5112.5A <http://neds.nebt.daps.mil/>

1. **Purpose.** To publish procedures for the processing and delivery of both personal and official mail.
2. **Policy.** We will transmit official and personal mail promptly, efficiently, and economically in support of the command mission and consistent with security and accountability.
3. **Action.** Per reference (a), the following procedures should be adhered to by each activity:
 - a. Ensure there is adequate space necessary for the proper handling and security of the mail.
 - b. Ensure there is an easy-to-follow standard operating procedure for emergency destruction of mail, as required.
 - c. Monitor training of mail clerks and mail orderlies.
 - d. Ensure mail is handled correctly and timely.
 - e. Ensure mail directory and files and mailroom records are maintained properly.
 - f. Notify ENGFLDACT MED Administrative Officer (N11) immediately of all suspected or known postal offenses and losses.
 - g. Ensure mail is safeguarded at all times.
 - h. Perform prompt directory service on all undeliverable mail and expeditiously return it to the servicing post office, but no later than the following workday after receipt.
 - i. Ensure mail orderlies/mail clerks are designated in writing and before performing mail-handling duties, are instructed in the proper performance of their duties.

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5219 ANNUAL REVIEW OF DIRECTIVES

LEAD PROCESS OWNER: N11

Ref: (a) SECNAVINST 5215.1C <http://neds.nebt.daps.mil>

Encl: (1) Annual Review of Directives Memorandum

1. **Purpose.** To publish the procedures for reviewing command directives as required by reference (a).

2. **Background.** Each issuing authority is required to conduct, at least annually, a review to ensure all directives are confirmed current, canceled, revised, or consolidated, as appropriate.

3. **Discussion.** Directives will be reviewed during the anniversary month they are published or changed (i.e., an instruction published on 7 October 1999 will be reviewed in October of the following year).

4. Action

a. Department directors and special assistants shall perform an annual review, on the anniversary date, of each directive under their cognizance. Included in the annual review will be a review of all local forms enclosed as part of the directive to confirm continuing usefulness, or determine the need for revision or cancellation. Requests for new or revised forms shall be accomplished per Article 5213. A report of review will be submitted to the Administrative Officer (N11) by the fifth workday of the following month. This report will include appropriate recommendations as to the disposition of each directive reviewed.

b. The Administrative Officer will forward enclosure (1) to the cognizant code by the first week of the reviewing month.

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MEMORANDUM

From: Administrative Officer (N11)

To:

Subj: ANNUAL REVIEW OF DIRECTIVES

Ref: (a) (Command directive under your cognizance identified)
(b) ENGFLDACTMEDINST 5000.1, Article 5215

1. A review of reference (a) is required in the month of _____, per reference (b).

2. Please complete the endorsement and return this memorandum by _____ DATE _____ to N11.

FIRST ENDORSEMENT

(Date)

From:

To: N11

1. A review of reference (a) was completed. The following action is required:

Instruction Number _____ Action Required

_____ No changes required
_____ Rough revised, directive
will be submitted by:

Signature

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5239 INFORMATION SYSTEMS (IS) SECURITY PROGRAM

(A)

LEAD PROCESS OWNER: N12

Ref: (a) SECNAVINST 5239.3 (<http://neds.nebt.daps.mil/>)
(b) DOD 5200.40 (<http://web7.whs.osd.mil/corres.htm>)
(c) OPNAVINST 5239.1B (<http://neds.nebt.daps.mil/>)
(d) SECNAVINST 5510.36 (<http://neds.nebt.daps.mil/>)
(e) OPNAVINST 5530.14C (<http://neds.nebt.daps.mil/>)
(f) Public Law 100-235
(<http://infosec.nosc.mil/PRODUCTS/>)
(g) DOD 5200.1-R (<http://web7.whs.osd.mil/corres.htm>)
(h) SECNAVINST 5211.5D (<http://neds.nebt.daps.mil/>)
(i) OPNAVINST 5510.161 (<http://neds.nebt.daps.mil/>)
(j) NAVSOPUB P-5239-04
(k) NAVSOPUB P-5239-07
(<http://infosec.nosc.mil/PRODUCTS/>)

Encl: (1) IS Security Incident Report
(2) Guidelines to Achieve Local Area Network Connection
(3) Local Area Network Connection Request Memorandum
(4) Software Certification Statement
(5) Virus Attack Report Memorandum
(6) Request for Use of Privately Owned IS Resources
(7) Request and Approval of Off-Site Computing

1. Purpose. To establish Engineering Field Activity, Mediterranean IS security program and assign the roles and responsibilities for its implementation in order to meet the requirements of references (a) through (i).

2. Objective. To ensure the integrity of information contained in IS and the availability of automated support required to meet the Command's mission, by adequately protecting the IS from accidental or intentional destruction, modification, denial of service, or disclosure of sensitive information.

3. Scope. This Article applies to IS sponsored, owned, or operated by, and/or in behalf of ENGFLDACT MED, regardless of the equipment's physical location. The physical security responsibility for any IS located aboard this activity, regardless of system ownership, shall be assumed by this command and come under the purview of this section.

4. Policy. It is ENGFLDACT MED policy to operate accredited systems or those functioning under a written Interim Authority to Operate (IATO), issued by the Designated Approving Authority (DAA) of the system. Unless assumed by higher

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authority, the Commanding Officer, is the DAA for systems owned, operated by, or in behalf of, this command. The command will pursue an active risk management program administered by the Command Information System Security Manager (ISSM). This program shall be developed and tested to provide avoidance and reduction of impact to our IS resulting from threat manifestations.

5. Responsibilities. The Information Technology Division Officer, N12, is appointed the Command ISSM in writing, by the Commanding Officer. Per reference (j), the Command ISSM is the command's point of contact for all IS security matters and in this capacity reports directly to the Commanding Officer.

6. Action. Command personnel or sponsored contractors (as applicable) shall comply with the policies and procedures outlined in this section. Any breach in security of the command IS shall be immediately reported to the ISSM. The incident will be fully investigated and reported to the Commanding Officer.

7. IS Security Incident Reporting Procedures. When an individual notes an abuse of an IS (accidental or intentional), they will immediately notify his/her ISSO or higher authority. An IS Security Incident Report, enclosure (1), will be initiated and forwarded to N12. The summary of the violation should be given in detail. If possible, secure the system(s) involved in order to preserve any evidence or to prevent the spread of the problem. N12 will process and evaluate the IS Security Incident Report. Once an evaluation has been made, the IS Security Incident Report will be forwarded to the Commanding Officer with recommendations on required corrective action (s).

8. Local Area Network Security Program

a. Discussion. Network connectivity carries greater susceptibility to benign or malevolent intrusion on the normal operation of the Command's IS. For the purposes of security, the LAN is considered a system unto itself. It is the policy of this command to operate accredited systems. The system accreditation requirements will be based on mission criticality, required operational trust evaluation level, sensitivity and/or classification of information processed, and mode of operation. N12 is appointed the LAN Administrator/ISSM. N12 will serve as point of contact on all

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security matters pertaining to the LAN. The ISSO will perform all duties identified in reference (k).

b. Action. All requests for connectivity or expansion of existing segments must be submitted per enclosures (2) and (3).

9. Virus Protection Program

a. Policy. It is Command policy to require all IS users and/or administrators to operate their computer resources in a responsible manner and to provide protection from modification, destruction, and disclosure of sensitive information and denial of service.

b. Discussion. The term "computer virus" is used to describe any software code or program that may cause harm to, or degrade the performance of an IS or network. The need for, and ease of information sharing, is the source of a computer's vulnerability to viruses. Viruses spread when an infected executable file enters the system. This may occur by the exchange of virus-infected diskettes, or the downloading of files from bulletin boards.

GOVERNMENT BULLETIN BOARDS ARE JUST AS SUSCEPTIBLE TO INFECTIONS AS THOSE FOUND IN THE PRIVATE SECTOR.

The damage caused by computer viruses indicates a wide array of annoying and destructive applications, which may:

- (1) Destroy or alter data
- (2) Destroy hardware or machinery
- (3) Display taunting messages
- (4) Lock the input function of the keyboard

(5) "Choke" or slow down a network by performing many dead-end tasks

Commercial antiviral programs offer varying degrees of protection; however, they are not 100% effective. Many work only against today's threats. Writers of malicious codes are continuously developing new ways to sneak past these defenses. The best protection is a sound security program. This program

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includes a motivated work force aware of the problem, operating within well-developed security procedures.

e. Definitions. The following definitions are essential to understanding the elements of the Virus Protection program.

(1) Computer Virus - a malicious code (program) that replicates itself onto previously uncontaminated media without initiation by the operator or authorized user. The code may contain malicious logic that when triggered by some predetermined event will take hostile action against the host computer system.

(2) Trojan Horse - a program that may perform a legitimate function but contains a malicious code. This is the most commonly used method to introduce a malicious code into a system.

(3) Logic Bomb - a program which triggers an unauthorized system act (usually malicious) when some predetermined condition occurs. Example: Friday the 13th.

(4) Worm - a program originally developed to tap unused network resources in order to run a large computer program. The worm searches the network for idle computing resources and uses them to execute the large program in small segments. In malicious use, worms can tie up all the computing resources of a network and essentially shut it down. Like a virus, a worm reproduces itself; unlike a virus, a worm is self-contained and does not need to attach itself to another program.

(5) Trapdoor - is an entry point into a program used for debugging purposes or insertion of new code at a later date by program developers. This entry point (or Trapdoor) is usually eliminated in the final stages of program development, but it is sometimes overlooked either accidentally or intentionally. Though not in itself a malicious code, the Trapdoor can be used to gain access into a system's files.

f. Software Evaluation and Certification. Each Department Director, Product Line Coordinator, and/or ISSO will ensure the latest version of the virus detecting program is available for each system under their cognizance. The following steps will be taken prior to the introduction of any software into your IS.

(1) Department Director, Product Line Coordinator, and/or ISSO will ensure each system has loaded the most up-to-date version of a virus detection program and provide training and/or assistance for live update to the virus protection program.

(2) The supervisor will

(a) Validate the functional requirement for and the acquisition of all software in his work unit.

(b) Validate the inspection of the software by completing applicable portions of enclosure (4).

(c) Ensure software is properly registered and backup/working copies are created.

(d) Ensure enclosure (4) is completed and forwarded to the Department/Division ISSO and Command ISSM.

g. Virus Detection and Action

(1) Virus Detection. The following are signs to look for, on a daily basis, in identifying the presence of a malicious code.

(a) Is the IS operating at a slower processing speed than normal?

(b) Is the IS showing unexplained reduction of storage capacity?

(c) Is the data showing unexplained extensions or files?

(d) Are there unexplained increments of the timestamp?

(e) Are there many programs with the same date/time in their last update field?

(f) Are there unexplained system crashes?

(g) Are there programs or files that have been mysteriously erased?

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(1) Corrective Actions: If a problem is detected, take the following action:

(a) STOP - DO NOT USE THE PC - DO NOT TURN OFF PC.

(b) Notify the ISSO immediately. The ISSO will need to see any information displayed on the monitor.

(c) Notify your supervisor immediately. If your supervisor is not available, notify the next higher level of supervision.

(d) As applicable, collect all storage media from others who use or were using the system.

(2) The ISSO (ISSM, if the ISSO is absent) will run virus detection software to identify the suspected virus and take action to recover from the attack.

(3) Use enclosure (5), Virus Attack Report Memorandum, to document the problem and actions taken.

(4) The ISSM will contact the Naval Computer Incident Response Team (NAVCIRT) at:

Commanding Officer
Fleet Information Warfare Center (FIWC)
2555 Amphibious Drive
Norfolk, VA 23521-3225
Attn: NAVCIRT

1-800-628-8893 (Hot Line)
(757) 417-4024/4026
DSN: 537-4024/4026

E-Mail: navcirt@fiwc.navy.mil
SIPRNET: www.fiec.navy.smil.mil

10. Policy on the Use of Privately Owned IS Resources

a. Objective. To establish policy and procedures for the strict control of the TEMPORARY use of the privately owned IS resources in ENGFLDACT MED. The capability to use an IS is tied directly to Government owned software installed on the system. Moreover, most systems are connected to networks providing additional processing capabilities and the need for interoperability. Therefore, it is the policy of this Command

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to restrict the use of privately owned IS resources to a specific, temporary (not to exceed 90 days) contingency after permission is granted. Per enclosure (6), requests will be addressed through the Chain of Command to the Command ISSM.

11. Off-Site Computing Policy

To provide policy and guidance to permit command personnel to use Government owned IS in performing work away from command spaces (e.g., home, TDY travel, etc.). The use of Government owned computers and records by personnel off-site provides great potential benefits to the command through increased productivity and quality of work. Nevertheless, care must be taken to protect the security of data, equipment and software to meet the requirements of this instruction. Government property assigned to the custody of personnel for use off-site, is to be used only by said person and only for the benefit of the Government.

a. Responsibilities

(1) Control of Property. Both, the Property Pass (obtainable from the ROICC (Field Offices) or N12 (Headquarters)), and the Request for Approval for Off-Site Computing, enclosure (7), are required for off-site computing. All Command IS security regulations are applicable to the control of government property.

(2) Control of Files and Records. Off-site use, creation or updating of files and records are subject to existing government policy and regulations. While these policies and regulations are general in application, computer technology has added new dimensions to off-site work. The files and records of the Command, for the purpose of off-site computing are grouped into three types:

(a) Type 1: Computerized files and records that may not be created, updated, accessed from or taken off-site. This includes all classified information, all foreign classified information, all pact classified material, restricted data, formerly restricted data and NOFORN material.

(b) Type 2: Computerized files and records which may be created, accessed from or taken off-site subject to specified control procedures established by the cognizant directorate of the information. This includes Privacy Act

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data, For Official Use Only material, procurement sensitive data, financial information, and any other sensitive-unclassified data with limitation on its dissemination.

(c) Type 3: Computerized files and records that may be created, updated, accessed, or taken off-site at the joint discretion of the employee and supervisor. This includes all other data; letters, memoranda, reports, studies and information available under the Freedom of Information Act. Public disclosure of unclassified technical data is restricted by reference (i).

(3) Limitations. Personnel are not permitted to use Government software or disks in a privately owned computer and are also not permitted to use privately owned software and disks in Government computers without written permission in accordance with this section.

12. Internal and External Labeling of IS Information Media

This section defines Command policy on the labeling of IS media. Removable information storage media and devices used with IS, must be marked externally to clearly indicate the sensitivity of the information they contain, regardless of classification. Additionally, per reference (d), all DON activities involved in originating, receiving or processing classified information in IS, are required to use color coded Standard Form labels to clearly indicate the level of classification. Moreover, such media must also be internally labeled with an inventory control number in the event all external markings are rendered unreadable.

a. Scope. All removable information storage media used with IS must be externally labeled to clearly indicate the sensitivity and/or classification of the information it contains. Media and devices typically include magnetic tape reels, cartridges, cassettes, removable disks, disk cartridges, disk packs, diskettes, paper reels and magnetic/punched cards. This instruction does not apply to commercially procured off the shelf software that is readily identified by vendor labels and markings.

b. Policy

(1) Per reference (g), all classified media will be labeled using the appropriate classification label:

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(a) Top Secret. The Top Secret label is SF 706 and the color is orange. The color orange in IS media, per reference (g), can only be used to designate Top Secret classification.

(b) Secret. The Secret label is SF 707 and the color is red. The color red in IS media, per reference (g), can only be used to designate Secret classification.

(c) Confidential. The Confidential label is SF 708 and the color is blue. The color blue in IS media, per reference (g), can only be used to designate Confidential classification.

(2) All sensitive-unclassified media will be labeled indicating the proper category. This is information which the loss, misuse, unauthorized disclosure or access, or modification might adversely affect the conduct of DON programs or the privacy of DON personnel. This category includes:

(a) For Official Use Only. This category includes information not designated as classified National Security information, but having a sensitivity that would prevent its free and open public disclosure. Information covered by the Privacy Act, such as Social Security Numbers, as well as medical, pay, and personnel information fall into this category. Other information that might be Sensitive Unclassified Information is budget and financial data, proprietary contractual data (such as proposals and pricing information), information designated For Official Use Only, and information affecting safety and human life (such as air traffic control data).

(b) Privacy Act. This category requires protection for personal data per reference (h).

(c) Privilege. This category requires protection for conformance with business standards or as required by law (i.e., involving the award of a contract, budget estimations, pricing, customer quotations, etc.).

(d) Sensitive Management. This category requires protection to defend against the loss of property, material or supplies; to defend against the disruption of operation, to protect normal management practices and to insure integrity of

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funds and other fiscal assets (i.e., budget data, technical documents, operational plans, customer information, ammunition and/or weapons data, etc.).

(e) Proprietary. This category requires protection of data and/or information which is in conformance with a limited rights agreement or which is the exclusive property of a private corporation or individual and which is on loan/lease to the government for evaluation or use.

c. Procedures. The non-removable security classification and control labels are to be affixed in a manner that will not adversely affect the operation of the media or the equipment on which they are used. They are to be placed on floppy diskettes so they are conspicuous when inserted into sleeves and/or storage containers. Each ISSO is responsible for maintaining sufficient quantities for all users under their cognizance to label all removable media. Any disk found not containing a classification label will be confiscated.

13. Policy Governing Software Used on Command Computers

To establish policy and procedures regarding the control of software used on Command personal computers. The policy governing the use of software on ENGFLDACT MED personal computers is:

(1) Original distribution diskettes, properly labeled and protected, shall be sent to the ISSM for storage.

(2) All software shall be distributed via the ISSM to ensure that it is properly logged into the command's Personal Computer Configuration Management Inventory.

(3) All software must be certified virus free prior to installation.

(4) Copies of commercial or shareware software shall not be made except per the licensing agreement. Failure to comply with licensing agreements will result in disciplinary action.

a. Definitions

(1) Commercial Software. Software purchased on a per copy or site license basis. In reality, what is purchased is the rights to use the software contingent on the specific

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terms of the lease-purchase agreement. The software is protected by copyright laws of the United States.

(2) Shareware. Software available to potential users for evaluation. Shareware vendors encourage the distribution of such software, while retaining the copyright to the product. Users are generally granted the right to use the product on a limited trial basis. Copyright owners may request a fee or "donation" if continued use beyond a specified period. A license agreement is often included with the software package as an ARCHIVED file.

(3) Public Domain. Software which the originator or developer has chose not to seek any formal rights or royalties. Software of this type is generally available with few or no restrictions.

14. IS Security Training Program

Per reference (a), this training must be commensurate with the duties and responsibilities of the individual. Reference (f) mandates all military and civilian employees responsible for the input and use of the computer systems must receive computer security training. This section is developed to implement these requirements. The Commanding Officer and each member of the IT Division personnel must ensure that all activity personnel are adequately trained in IS security. The IS security staff will develop and maintain the activity's IS Security Training Program to include the following target audiences:

(1) Annual User IS Security Training. Methods used will be in-house or provided training by e.g. SPAWAR Jacksonville, or an outside source, dependent on the depth of training required for the particular IS area and duty of the individuals to be trained. The target audiences are: ISSM, ISSO, and NSO. It is mandatory that personnel performing these functions receive training in those areas.

(b) Biannual IS Security Staff Training. Methods used will be in-house or contractor provided training, dependent on the depth of training required for the particular IS area and duty of the individuals to be trained. The target audiences are: ISSM, ISSO, NSO, and Command Review Teams. It is mandatory that personnel performing these functions receive training in those areas.

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(c) Management Briefs. Periodic briefs to management to inform them of the state of IS security in the activity, as well as, the progress of the accreditation process.

(d) Procurement and LCM Personnel. Personnel involved in activity IS procurement and Life Cycle Management must be knowledgeable on the security requirements placed on those systems in order to ensure IS security requirements are met and/or budgeted for ahead of acquisition.

15. Internet Use and World Wide Web (WWW) Servers

a. Purpose. The Navy provides its authorized users with access to unclassified publicly-accessible computer networks for the sole purpose of research, training and/or communication which is directly related to official unclassified U. S. Government business. This policy applies whether the user is accessing the network via a Navy account or one paid for by some other enterprise, organization, institution or person. In addition, this policy has relevance for those who administer systems with connections to unclassified publicly accessible computer networks, such as the Internet. The Internet is a globe-spanning communications tool that provides universal interconnection among networks and information technology resources. All information loaded on a Command WWW server directly or indirectly connected to the Internet is considered available to anyone in the world. The availability of information from academic, technology and research sources, both commercial and government, provides the Command with a powerful corporate tool for maintaining a leading edge in the business world. However, with millions of users on the Internet, the door is open to additional risks that must be addressed. It is imperative that the Command manages that risk and ensures due care is taken to minimize the chance of compromise. It is the purpose of this policy to establish, implement and maintain procedures and guidance regarding the appropriate use of the Internet, WWW servers and the protection of our information systems assets.

b. Objectives. To provide command employees with guidance and policy when operating on the Internet from a government sponsored information system. Additionally, to provide security guidelines when performing upload and download activity to or from the Internet.

c. User compliance. Employees with the capability of accessing the Internet, must be aware that use of the Internet

is limited to Official Use Only communication and data transfer. This includes business communication and research data transfer. Activities not authorized using the Internet include:

(1) Casual browsing of the Internet/WWW/FTP without an express business purpose.

(2) Downloading or playing "games" through Internet connectivity.

(3) Downloading copyright software without the proper licensing authority.

(4) Accessing, downloading and displaying information of a pornographic, sexually harassing or discriminatory nature.

(5) Use of the Internet for personal gain.

(6) Use of the Internet as a political or social forum.

(7) Listening to and downloading music, instant messenger, napster, gnutella, liquid player, winamp, webshots, after dark screen savers, etc.

d. Safeguards. Navy guidelines require that all information systems with servers (including WWW servers) that are connected to unclassified publicly accessible computer networks, such as the Internet, employ appropriate security safeguards (e.g., firewalls) as necessary to ensure the integrity, authenticity, privacy and availability of Command information systems and data.

e. Certification and Accreditation. All information systems with servers connected to the Internet must have a formal authorization to operate granted by the Designated Approving Authority (DAA). This authorization will be in the form of a Statement of Accreditation based on the successful completion of an approved risk management process or an Interim Authority to Operate (IATO), pending the completion of that process. LAN systems security certification and accreditation must reflect the addition of, or existence of, a WWW server or other Internet information server.

16. Required Daily Security Precautions. Personnel must ensure that when leaving their work area, they lock their workstation (hit control, alt, and delete simultaneously and click lock workstation). Additionally, when securing from work you must shut down your computer - this ensures a virus

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scan will be done on your computer the next time you turn it on.

17. Enclosures. All enclosures can be filled out and printed electronically - **NO FORM NUMBERS ARE REQUIRED.**

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**ENGINEERING FIELD ACTIVITY, MEDITERRANEAN
IS SECURITY INCIDENT REPORT**

1. Department/Division Code _____
2. System Identification Number _____
3. System Location _____
4. Individual Making the Report _____
Code _____ Telephone Number _____
5. Date of Report _____ Date of Incident _____
6. Type of Incident _____
☐ WASTE/FRAUD/ABUSE ☐ UNAUTHORIZED DISCLOSURE
☐ THEFT ☐ UNAUTHORIZED USE OF USER-ID
☐ DESTRUCTION ☐ MODIFICATION
☐ DENIAL OF SERVICE ☐ OTHER
7. Downtime Resulting From the Incident _____ HRS.

Expand as Necessary on the type of incident

8. Name/Dept./Div./Branch Code of Individuals Involved _____
9. Person(s)/Time/Date Incident Reported to _____

THE FOLLOWING TO BE COMPLETED BY INVESTIGATING OFFICIAL

1. (Name, Rank, Title) _____
2. Local Agency(s) Involved (If Applicable). Give Name, Address, Telephone.
3. Report Investigation (Attach Additional Information)
Enclosure (1)

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**GUIDELINES TO ACHIEVE ENGINEERING FIELD ACTIVITY MEDITERRANEAN
LOCAL AREA NETWORK CONNECTION**

The following procedures should be followed by the employing supervisor to assure that an individual is connected to the Engineering Field Activity, Mediterranean Local Area Network:

1. Verify date employee is to be on-board.
2. Advise Code N12, via E-Mail, regarding individual's:
 - a. On-Board Date
 - b. Department or field office
 - c. Building or Zone in which employee is to be located

The following information (Headquarters personnel) should be provided to N12 on the departure of an individual, via E-Mail:

- a. Physical departure date
- b. Who is to receive or maintain individual's private personal files which currently reside on the Network drive
- c. Which command specific programs the individual had access to and should be removed from (i.e. AutoCAD.)

Enclosure (2)

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**LOCAL AREA NETWORK CONNECTION MEMORANDUM
(HEADQUARTERS PERSONNEL)**

Complete the following information for EACH new employee requiring access to the Engineering Field Activity, Mediterranean Local Area Network:

LAST NAME: _____

FIRST NAME: _____

NOTE: INDIVIDUALS LOGIN CONSISTS OF THEIR FIRST INITIAL PLUS THEIR LAST NAME... NOT TO EXCEED EIGHT CHARACTERS. IN THE EVENT THAT A DUPLICATION OF LOGIN MIGHT OCCUR AND THIS SCHEME IS NOT FOLLOWED, THE DEPARTMENT HEAD WILL BE NOTIFIED OF THE "LOGIN" NAME THAT HAS BEEN ASSIGNED TO THAT INDIVIDUAL. PASSWORDS ARE SELECTED BY THE INDIVIDUAL UPON INITIAL LOGIN TO THE SYSTEM AND MUST CONSIST OF FIVE OR MORE CHARACTERS.

ON-BOARD DATE: _____

DEPARTMENT OR FUNCTION SPECIFIC PROGRAMS TO WHICH THE INDIVIDUAL WILL REQUIRE ACCESS:

PHYSICAL DUTY LOCATION: BUILDING # _____ ROOM

DIVISION _____

NAME _____

FORWARD TO N12 _____ (DATE)

SUPERVISOR _____ SIGNATURE _____

ACTION COMPLETED

_____ (DATE) _____

COMPLETED

BY _____

Enclosure (3)

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SOFTWARE CERTIFICATION STATEMENT

A. SOFTWARE USER'S STATEMENT

1. I, _____, on this date and per ENGFLDACTMEDINST 5100.1, Article 5239, have tested the following software:

Name of Software and Version: _____

Manufacture and Serial Number: _____

Intended Use: _____

IS(s) to be installed on: _____

2. The software was free of any malicious code: _____

3. The software was obtained from: _____

4. This software is considered (check only one):

☐ Freeware ☐ Shareware ☐ Licensed

☐ Copyrighted ☐ Public Domain ☐ Other (explain)

NOTE: If the software was obtained from a Electronic Bulletin Board, identify the board's name, system operator, telephone number, the date the software was downloaded and any licensing or distribution or request for payment statement which accompanied the software or is associated with the use of the bulletin board. Additionally, provide any available details about the software's author.

(USER'S SIGNATURE)

Date

B. SUPERVISOR'S STATEMENT

1. I, _____, on _____ and per ENGFLDACTMEDINST 5000.1, Article 5239, certify that the above mentioned user has shown proof of legally obtaining the above software package was tested and found to be free of any malicious code.

(SUPERVISOR'S SIGNATURE)

Date
Enclosure (4)

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VIRUS ATTACK REPORT MEMORANDUM

Your Name _____our Code _____

Telephone _____Date of Report _____Time of Report_____

System Description
_____System Location
_____When was problem first noticed?
_____Nature of the Problem

_____Name and Title of Supervisor or person problem was reported
to: _____

Supervisor's Code ____Date Reported _____ Time of Report_____

Actions taken After Discovery of Problem:

1. _____
2. _____
3. _____
4. _____
5. _____

Date Problem Reported to ISSM_____ Time of report _____

Signature of Reporting

Individual_____

Signature of Supervisor

Signature of

ISSM_____

Enclosure (5)

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REQUEST FOR PRIVATELY OWNED IS RESOURCES

Any request to utilize privately owned IS Resources within the confines of the Navy Engineering Field Activity, Mediterranean Local Area Network (LAN), must be approved by N12.

Privately Owned IS Resources are herein defined as:

a. Licensed Software programs and documentation owned by the individual, rather than the Command.

b. Shareware programs/utilities that are desired and loaded on equipment owned by the Command.

c. Computer equipment to include CPU's, Peripheral Items (such as printer, monitor, keyboards, mouse, digitizer, scanner, modem, cables, etc.)

Any formal request for approval of use of privately owned hardware, software or peripheral items must include a statement which relieves the Engineering Field Activity, Mediterranean of any responsibility for security, physical damage, or liability for incurred loss. Any physical device or hardware item proposed for attachment to the LAN must also be physically inspected by N12 personnel for possible "viruses" or any physical attribute which may cause damage or resultant problems to equipment currently in operation by the Command on its LAN.

Enclosure (6)

22 September 00**MEMORANDUM FOR THE RECORD**

From:

To:

Via:

Subj: REQUEST FOR APPROVAL FOR OFF-SITE COMPUTING

1. I request approval to use Government owned personal/portable computer, software and other automated information system in performing work off-site. The attached Property Pass specifies the IS, software, files and records requested. Approval is requested to do off-site computing at (specify location) from-to (specify dates).

2. I will strictly adhere to all policies and procedures specified in references (a) and (c). I understand that according to the Fair Labor Standards Act I'm (choose one):

a. EXEMPT, and will not be compensated for any off-duty time spent on work approved by this form.

b. NON-EXEMPT, and will be compensated for any non-duty time spent on work approved by this form.

c. (Reserved for other activity personnel policy approvals such as compensatory time, overtime, etc.).

SUBMITTED BY: _____

APPROVED BY: _____

INFORMATION SYSTEM SECURITY MANAGER: _____

DATE

Enclosure (7)

5510 CIPHER LOCK COMBINATIONS AT ENGFLDACT MED HEADQUARTERS

LEAD PROCESS OWNER: N11

1. **Purpose.** To identify what actions are required for changing the cipher lock combinations in the Alenia Building.

2. **Action**

a. The Administrative Officer, N11, is responsible for controlling access to the command spaces on the 1st floor of the Alenia Building. Control is achieved through the use of cipher locks on the four main entry doors; liaison with the front office staff for visitor reception; and, frequent publicity of the security requirements to all ENGFLDACT MED associates.

b. Additional cipher locks exist on the Message Room and File Server Room. The cipher lock Entry Code and Master Code for the Message Room may be held by only the associates with a need for access and who possess a security clearance. The cipher lock Entry Code and Master Code for the File Server Room will be maintained by the senior Information Technology associate. Access to the File Server room will be granted per the ADP Security Plan.

c. The cipher lock Entry Codes will be changed whenever the code is deemed to be compromised. They will also be changed at least once quarterly to prevent gradual erosion of security and to help maintain security awareness. Although security is the primary objective, it is also desirable that the code changes be accomplished in a user-friendly manner.

d. The cipher lock Master Codes should be changed at least once a year or whenever they are deemed to be compromised, such as by permanent departure of an Administrative Division employee or lock service performed by non-ENGFLDACT MED personnel.

e. The Administrative Officer will maintain the Master Code and procedures for changing the combinations in secure storage with a duplicate copy provided to the Executive Officer.

f. Unless a heightened level of security is required, the following personnel are authorized knowledge of the Entry Codes for the four main doors:

(1) ENGFLDACT MED civilian and military personnel whose primary place of duty is the Alenia Building.

(2) Contractor Personnel working for ENGFLDACT MED (such as ISSOT) whose permanent place of duty is the Alenia Building.

(3) Other DOD civilian and military personnel attending conferences lasting several days in the Alenia Building when requiring escorted entry is not practical. The conference organizer is responsible for informing the Administrative Officer of the extent to which the Entry Code was divulged.

g. Routine Code changes will be accomplished as follows:

(1) Validate that the Master Code is still working for each cipher lock. If not, reset the Master Codes before publicizing a change to the Entry Codes.

(2) When possible, schedule the change for the middle of a workweek.

(3) Two weeks before the change, publicize the date and the new combination to all hands. When possible, choose combinations that have an easily remembered key pattern.

(4) The day before the change, repeat the e-mail notification, including the time of day the change will be made.

(5) Change the combinations all at one time, preferably at the end of the day.

(6) Tape a small note (USE NEW CODE) to each cipher lock keypad to remind users that the combination has been changed. Remove note a week or more after the change.

h. The Administrative Officer is responsible for testing the Master Code and changing Entry and Master Codes.

(1) Enter the Master Code followed by "B". The upper right LED should stay lit.

(2) To change the Entry Code, enter the number 1, enter the new code and then enter the letter A to confirm. The cipher lock will normally confirm acceptance with a beep.

(3) If you wish to change the Master Code, enter the number 0, enter the new code and then press the letter A to confirm. The cipher lock will normally confirm acceptance with a beep. Be very careful changing the Master Code. If you make a mistake or forget the code, you will have to follow a difficult procedure to override the Master Code. The Administrative Officer holds the procedure for the override.

(4) Press the letter B to exit programming mode.

(5) Test the new entry code and repeat the process above if it is not functioning.

(6) To test the Master Code without making any changes, do steps 1 and 4 above.

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**5511 CLASSIFIED/COMMUNICATION SECURITY MATERIAL EMERGENCY
ACTION PLAN
LEAD PROCESS OWNER: N11 (SECURITY MANAGER)**

Ref: (a) CMS-21
(b) CMS-6
(c) SECNAVINST 5510.36 <http://neds.nebt.daps.mil>

Encl: (1) Emergency Destruction Plan

1. **Purpose.** This Emergency Action Plan is a detailed procedure to be followed to ensure proper security of Communications Security Material (COMSEC) including STU-III material and all Classified Material in the event of natural disaster, fire, and/or hostile actions at the Headquarters building. Field offices are not authorized to store COMSEC or any classified material in their spaces and therefore, this section is not applicable to them.

2. **Discussion.** In the event of an emergency, the security of classified information, as discussed in references (a) through (c), is paramount. This section defines the course of action to be taken to deny classified material to unauthorized personnel and to ensure the most rapid and thorough disposition of material when the situation warrants. The Emergency Action Plan may be implemented for both natural disasters and hostile actions (e.g., enemy attack, terrorism, mob action, or civil uprising).

3. **Action**

a. The Emergency Action Plan, will be implemented when it is considered that the forces and facilities at the Command's disposal are inadequate to protect the subject materials from impending loss or capture. The Emergency Action Plan will be implemented by the Commanding Officer or in his/her absence, the Executive Officer, or senior officer present.

b. The three options available in an emergency are securing the material, removing it from the scene of the emergency, or destroying it. The Commanding Officer or in his/her absence, the Executive Officer, or senior officer, present will determine which option is applicable.

c. For natural disasters, efforts should be directed towards maintaining security control over the material until order is

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restored. In this instance, securing the material is the preferred method.

d. During hostile actions, efforts must concentrate on the safe evacuation of the material, and/or secure destruction.

e. The destruction site for classified material will be the shredder located in the mail room (127). The destruction site for COMSEC material and the computer removable hard drive will be the communications room (141). Enclosure (1) details the command Emergency Destruction Plan.

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EMERGENCY DESTRUCTION PLAN

1. **PRIORITY.** When ordered to execute the Emergency Destruction Plan by the Commanding Officer, Executive Officer, or senior officer present, destroy all material in the order listed below:

a. **COMSEC MATERIAL.** Destroy the STU-III machines located in room 102 (Commanding Officer's office) and room 141 (communications room). Destroy all STU-III keys located in the safe in room 141. Method of destruction will be smashing/chopping the equipment and keys with the splitting mall located in room 141.

b. **CLASSIFIED MATERIAL.** Destroy all classified correspondence and messages located in the safe in the communications room (141). A detailed listing of all classified material that needs to be destroyed is located in the second drawer of the safe (1st folder inside the drawer). Transport all classified material along with the detailed listing to the mail room (102) and destroy this material utilizing the shredder located in this room. On the detailed listing of classified material, check off each item that is shredded and retain the listing on your person for destruction accountability.

c. **COMPUTER HARD DRIVE.** Destroy the computer hard drive located in the safe in the communications room (141) by smashing/chopping it with the splitting mall.

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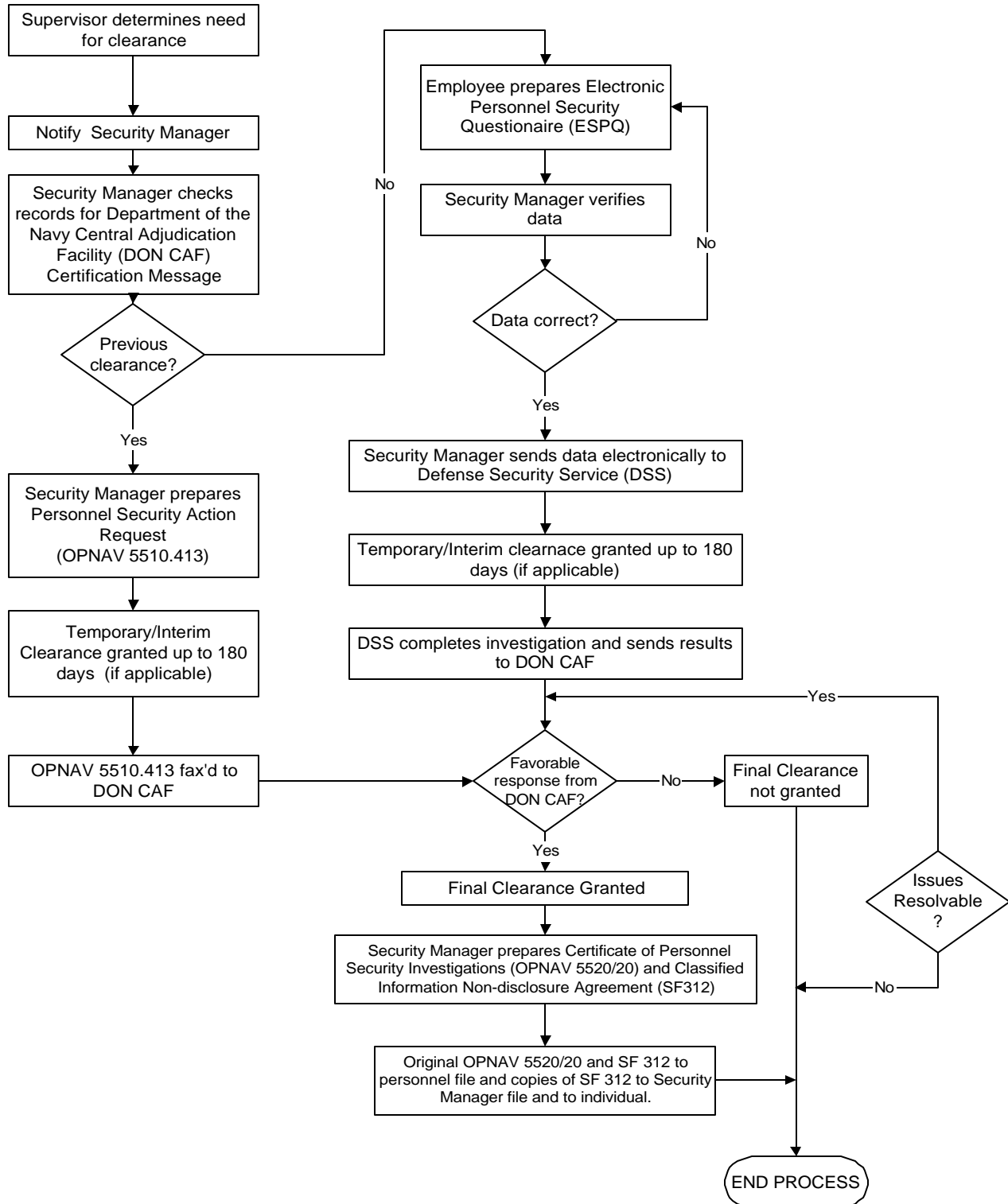
5520 SECURITY CLEARANCES

LEAD PROCESS OWNER: N11

Encl: (1) Security Clearance Process Flow Chart

1. **Purpose.** To publish procedures for obtaining a security clearance at ENGFLDACT MED.
2. **Action.** Enclosure (1) identifies the security clearance process.

Security Clearance Process Flowchart



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5530 PHYSICAL SECURITY

LEAD PROCESS OWNER: SECURITY MANAGER (N11)

Ref: (a) NAVSUPPACTNAPLESINST 5530.3G

1. **Purpose.** To publish command physical security information that modifies our local Host base instruction on Tenant responsibilities and actions to be taken to prevent and respond to physical security threats. Reference (a) is the governing instruction for Tenant commands in the Naples, Italy area. The Resident Officer in Charge of Contracts at each Field Office is responsible for obtaining, following, and modifying to their needs, the local Host base instruction that identifies a physical security plan for their field office location.

2. **Discussion.** The command Headquarters is located in a leased building outside the confines of the USNAVSUPPACT Naples. The building houses three U.S. Navy commands and building security is controlled by the building owner, Alenia Corporation. Command physical security of assigned spaces within the building is the responsibility of each command's Security Manager. Entry into command spaces at Headquarters is controlled by four cipher locks. Individual spaces within Headquarters are controlled by key access. The key control officer is Code N112 (Management Assistant). Additionally, there are ten field offices located at Aviano, Vicenza, Sigonella, LaMaddalena, and Naples, Italy; Manama, Bahrain; Cairo, Egypt; Rota, Spain; London, UK; and Souda Bay, Crete, Greece. Physical security and key control for field offices is the responsibility of the Resident Officer in Charge of Construction/Contracts in conjunction with the host command Security Manager.

3. **Restricted Areas.** There are two restricted areas within the headquarters building. The communications room (141) and computer server room (135). These rooms are labeled "RESTRICTED AREA" and are controlled by cipher locks. An intrusion detection (ID) alarm system is installed in the communications room. The ID alarm simultaneously alerts USNAVSUPPACT Naples Security, Alenia building Security, the command Security Manager, and Administrative Officer in the event an intrusion is detected. Detailed instructions regarding emergency destruction of material located in these spaces can be found in Article 5511 of this manual.

4. **Personnel Identification.** The command is small enough to justify not requiring a badging system. In the event a person's identity is not known, you are requested to challenge the

individual to produce some form of identification and escort the individual to the person they are here to see. Questions or problems concerning unknown persons entering command spaces should be immediately reported to the Security Manager, N11, or Resident Officer in Charge of Contracts at a field office.

5. Personal or Government Property Loss. Personnel are required to immediately report the loss of personal or government property to the Security Manager (N11), or Resident Officer in Charge of Contracts at a field office. Personnel are reminded to secure personal and government property to every extent possible when not in sight/use. There are NO storage facilities within the command for money, jewelry, gas coupons, or other valuables. Detailed instructions regarding accountability for Government property is contained in Article 7320 of this manual.

12 June 00**6320 HOSPITALIZATION OF PERSONNEL**

LEAD PROCESS OWNER: N11

1. Purpose. To ensure the proper support of our personnel admitted to the hospital for treatment.

2. Discussion. On occasion, U. S. and Local National personnel are admitted to the hospital for inpatient treatment. While the chain of command may be aware of pending admittance, we are frequently notified after the fact in case of emergent admission. In either case, our primary concern must be the health and welfare of our personnel and the proper support of their families.

3. Action

a. The responsible department director, special assistant, or head of field office is encouraged to:

(1) Notify the chain of command at the earliest opportunity following admission or notification of intent to admit.

(2) Ensure the member is visited within 24 hours of admission, and each day a member is hospitalized for inpatient treatment. In more serious cases, or cases which by their nature require more frequent visits, the frequency and level of visits shall be increased, as appropriate.

(3) If possible and reasonable, ensure the needs of the member are properly supported.

(4) If possible and reasonable, ensure that the member's family is properly supported throughout the hospitalization and, when appropriate, any follow-on convalescence period.

(5) Obtain information necessary to support preparation of required administrative reports, assist the Administrative Officer (N11) in preparation of those reports, and keep the chain of command fully informed of the status and progress of the case.

(6) Ensure the member's medical record is fully reviewed and any limitation of duty is fully understood. If uncertain as to duty limitations, contact the attending physician or other medical authority for clarification.

(7) Closely follow personnel assigned in a medical Limited Duty (LIMDU) status and maintain such records as may be necessary to support the required command reports.

7320 MANAGEMENT OF MINOR AND PLANT PROPERTY

LEAD PROCESS OWNER: N1

- Ref: (a) LANTNAVFACENGCOMINST 5296.2
<http://lantops.efdlant.navfac.navy.mil/>
(b) NAVCOMPT Manual, Volume III, Chapter 6
<http://www.navsup.navy.mil/>
(c) NAVFACINT 7320.3B
<http://navfacilitator.navfac.navy.mil/>

- Encl: (1) Flow Chart for Property Management and Accountability
(2) Flow Chart for Annual Inventory Process
(3) Flow Chart for Missing, Lost and Stolen Property
(4) Flow Chart for Excessing Property

1. **Purpose.** To promulgate modified policies of reference (a) in establishing and instituting procedures for the management and accountability of minor and plant property at ENGFLDACT MEDITERRANEAN.

2. **Scope.** This directive applies to ENGFLDACT MED headquarters and its ROICC offices.

3. **Background.** Effective property management necessitates specific guidelines for receipt and serialization of property, accountability and the disposition/disposal of same. References (b) and (c) provide general policy guidance for accountability and management of plant and minor property and charge local management with the responsibility for ensuring appropriateness of control over such property. Reference (a) fulfills that requirement for LANTNAVFACENGCOM. ENGFLDACT MED is a component of LANTNAVFACENGCOM. This instruction provides policy, procedures, and guidance consistent with those provided in reference (a), for instituting effective property management.

4. **Definitions.** The following are additional items on clarification of terms addressed in reference (a). Where a term has a corresponding definition in reference (a), the one below is in addition to, and, in some cases, in lieu of that definition.

a. NAVFAC Enterprise Administrative Management Information System (NEAMIS): The information system management software developed in a database application and having a full range of command organization administrative functions with selectable degrees of access privileges. NEAMIS, as used in this

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instruction, refers to the Property Management feature of the NEAMIS software.

b. **Property Administrator:** The Property Administrator at ENGFLDACT MED is the Information Technology Division Officer (N12) with overall responsibility for administering property management for ENGFLDACT MED and its ROICC offices. N12 is also responsible for maintaining all property records.

c. **Property Custodian:** ENGFLDACT MED applies the term "Property Custodian" to each of its field offices to facilitate the application of NEAMIS for property management and accountability.

d. **Sub-Custodian:** At ENGFLDACT MED, the Sub-Custodian is the designated employee within an office (usually the office manager/supervisor) who is responsible and accountable for the custody, care, and protection of all of the minor and plant property of that office from the time of receipt until disposal. As with "Property Custodian," this is a NEAMIS driven departure from the usual definition.

5. **Policy.** It is command policy to apply internal controls consistent with those used by Atlantic Division, Naval Facilities Engineering Command, to ensure that all minor and plant property items are adequately safeguarded throughout the acquisition, use, and disposal life-cycle. The controls outlined herein are established to cover conditions that are unique to the command in conducting property management.

6. **Responsibility**

a. Property Administrator. N12 is the Plant Property Custodian for miscellaneous and ADP equipment and is appointed in writing by the Commanding Officer. Responsibilities include:

(1) Accurately accounting for location of all property and ensuring the master records for all command property are current and provide the information required by reference (c).

(2) Recording, using NEAMIS, all acquisitions, dispositions, and transfers between department/codes or other activities of command property and maintaining such information in a current, NEAMIS generated property control record.

(3) Ensure all acquired property is tagged and identified as Property of the U.S. Navy upon receipt from the vendor or other sources.

(4) Ensure that all property is immediately logged into NEAMIS upon receipt and an inventory control record is subsequently generated for each and every property item.

(5) Ensuring backup documentation for acquisitions and disposals is maintained for audit purposes.

(6) Ensuring inventories of property are conducted as required by reference (a) and such inventories are reconciled with the NEAMIS database and master property records.

(7) Ensuring excess property is promptly identified and disposal is per regulatory guidelines.

(8) Ensuring that all property custodians and sub-custodians receive training in the management of property and in the use of NEAMIS in maintaining effective property management.

(9) Ensuring that command regulations and instructions pertaining to government-owned property are current and that any necessary accounting entries resulting from published changes are promptly recorded.

(10) Periodically publish information pertaining to the management of government-owned property, etc.

(11) Ensure all pilferable property is clearly identified as Property of the U.S. Navy.

b. Property Sub-Custodians: Property sub-custodians are responsible for minor and plant property assigned to their department/division within ENGFLDACT MED or ROICC. They are strictly charged in writing with the following responsibilities:

(1) Utilizing the many report features of NEAMIS, sub-custodians are responsible for accurately accounting for location and sub-custody records of all property within their area of responsibility. This includes ensuring that the inventory list of all plant and minor property within their custodial area is up-to-date by end user, identification tag number, make, model, serial number and sub-custodian.

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(2) Reporting all acquisitions, dispositions, and internal transfers of property (including computer items, software, and pilferable equipment) in writing to N12 within 5 workdays of action, for recording in the property management system. Changes will be updated by N12. Property control records will be issued new or revised accordingly by N12. Copies of any pertinent documents initiated by other departments, codes or agencies affecting inventory accountability must be forwarded to N12 within 3 workdays.

(3) Ensuring a physical inventory is conducted and a new signature obtained when transferring the accountability on property inventory to a new sub-custodian. This should occur at the time of transfer, reassignment, or departure from the command.

(4) Ensuring all equipment is affixed with a bar-code label or other approved identification indicating "Property of U.S. Navy" ownership and locally established property number.

(5) Verifying the condition of the property, turning in all excess and broken equipment to N12 for action, and utilizing existing, available equipment instead of new purchases whenever possible. All Automated Information System equipment and Visual Information equipment must be processed as required by reference (c).

(6) Ensuring the completion of an annual physical inventory of all minor property and a reconciliation with the previous inventory report, purchases, and disposals. Results of inventory will be provided to N12.

(7) Ensuring prompt action in the reporting of missing, lost, stolen, or recovered property to N12 and the Security Manager (N11).

c. Personnel. All personnel are personally accountable for government-owned and assigned equipment. This accountability includes the proper use of such equipment; complying with the command's physical security regulations with respect to protection of equipment; for signing a Minor/Plant Property Inventory Control Record for all equipment which is personally assigned; for obtaining a properly executed Property Pass (Optional Form 7) for any property item to be removed from the premises for any reason; for promptly reporting any missing,

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lost or stolen equipment to the Security Officer or their immediate supervisor; and for complying with established check out procedures (i.e., accountability of all assigned property) when departing the command.

d. Accountability for Equipment at Training Conference Sites. When arrangements are being made to host a training class or conference at an off-site location, inquire about the facility's physical security procedures. Some facilities will take responsibility if the person in charge notifies them at the end of each day that they are leaving and the room(s) needs to be secured. Some facilities that cannot secure the training or conference area have locked storage areas. In any case, it is the responsibility of the ENGFLDACT MED employee sponsoring/hosting the meeting to make the necessary provisions for the security of all government equipment taken to the temporary location.

7. Procedures

a. Inventory Management and Accountability. Enclosure (1) provides the entire process of property management and accountability from the time material is received until disposal. It is imperative that these steps be followed to ensure accountability of minor and plant property at all times. Specific functions and relationships that make up this process are discussed below.

(1) N12 will receive, or be involved in the receipt of materials, to the degree that they can make the appropriate assessment as to the received condition of the material.

(2) Entry into the NEAMIS database will generate a Property Control Record for the newly received item. The Property Control Record will contain identification and disposition information about the material item and its custody.

(3) If the material item is plant property, N12 will also record the item on a DOD Property Record (DD1342) form to be filed with DFAS Norfolk.

(4) Material is delivered to the appropriate code where the custodian for all property for that code (called "sub-custodian" to be consistent with NEAMIS) signs the Property Control Record in the signature block. The material item is then given to the person in that code for whom it is intended.

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(5) N12 will file the signed hardcopy of the Property Control Record where it will remain until some future disposition of the item requires that a revised Property Control Record be generated. Possible dispositions and associated procedures are indicated in the property management and accountability flowchart in enclosure (1). Each is discussed in the ensuing paragraphs.

b. Property Inventory. Enclosure (2) sets forth the steps involved in the property inventory process and identifies the individuals responsible for each. Specifics of the inventory process are:

(1) An inventory can be an annual inventory where each sub-custodian conducts the inventory for their office; or a triennial inventory where N12 conducts the inventory personally.

(2) The annual inventory will be conducted according to the schedule set forth by LANTNAVFACENGCOM in enclosure (6) of reference (a). This schedule indicates a commencement date of 01 June for the annual inventory. A triennial inventory will be conducted every third year.

(3) Property sub-custodians will prepare a form DD-200 for each inventory item that is missing, lost or stolen. (See section on "Missing, Lost or Stolen Property".)

(4) N12 will ensure that the property management database in NEAMIS is current, and produce updated property control records and obtain signatures from each code's sub-custodian.

(5) N12 will file the signed new property control records and archive the outdated records.

c. Missing, Lost, and Stolen Property. Enclosure (3) shows the procedures for the case where property is identified as missing, lost, or stolen. Additional amplifying information includes the following:

(1) The property sub-custodians must advise and periodically remind all persons under their cognizance to notify them immediately upon discovery of missing items.

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(2) Upon learning of missing items, property sub-custodians must immediately apply the process outlined in enclosure (3) to address the issue.

(3) Property custodians are advised not to wait until the inventory is being taken to submit the required Financial Liability Investigation of Property Loss (DD Form 200) reports. A hard copy of the DD Form 200 can be obtained from N12 or the automated form can be obtained from the local area network.

(4) N12, upon receipt of a copy of DD Form 200 from the sub-custodian, will remove the property from the NEAMIS database and file the DD Form 200 hardcopy such that it will supersede the property control record on file.

d. Excessing Property. Enclosure (4) provides the process involved when excessing property. This process must be adhered to in order to maintain accountability of minor and plant property. As with other disposition actions, the sub-custodian is responsible for providing current information, relative to the property in his charge, to N12. Subsequently, N12 will ensure that the NEAMIS database is updated to reflect the current status and that a new property control record indicating disposition is generated and filed.

e. Property Passes. As stated in paragraph 6.c, each employee has the responsibility of obtaining a property pass when equipment is taken away from the duty station. The passes can be signed by the property sub-custodian, or the employee's supervisor if they are two different people. If convenient, N12 can also sign property passes. It should be noted that the sub-custodian, being the party held accountable for the equipment, should be informed if he is not the signer.

f. Checkout Procedures. Enclosure (1) requires a survey of equipment to be done when an employee transfers from the Command. The purpose of this survey is to ensure that all equipment assigned to the employee is present. Once the survey is completed, the custodian of that employee's property and ADPSSO should sign the employee's Check out sheet.

8. Disciplinary Action. Civilian Personnel Instructions list the offense of "unauthorized possession, use, loss or damage of government property or the property of others" and recommends penalties from reprimand to removal, depending on the circumstances of the incident. If it is found that loss or damage of property was caused by negligence of the individual

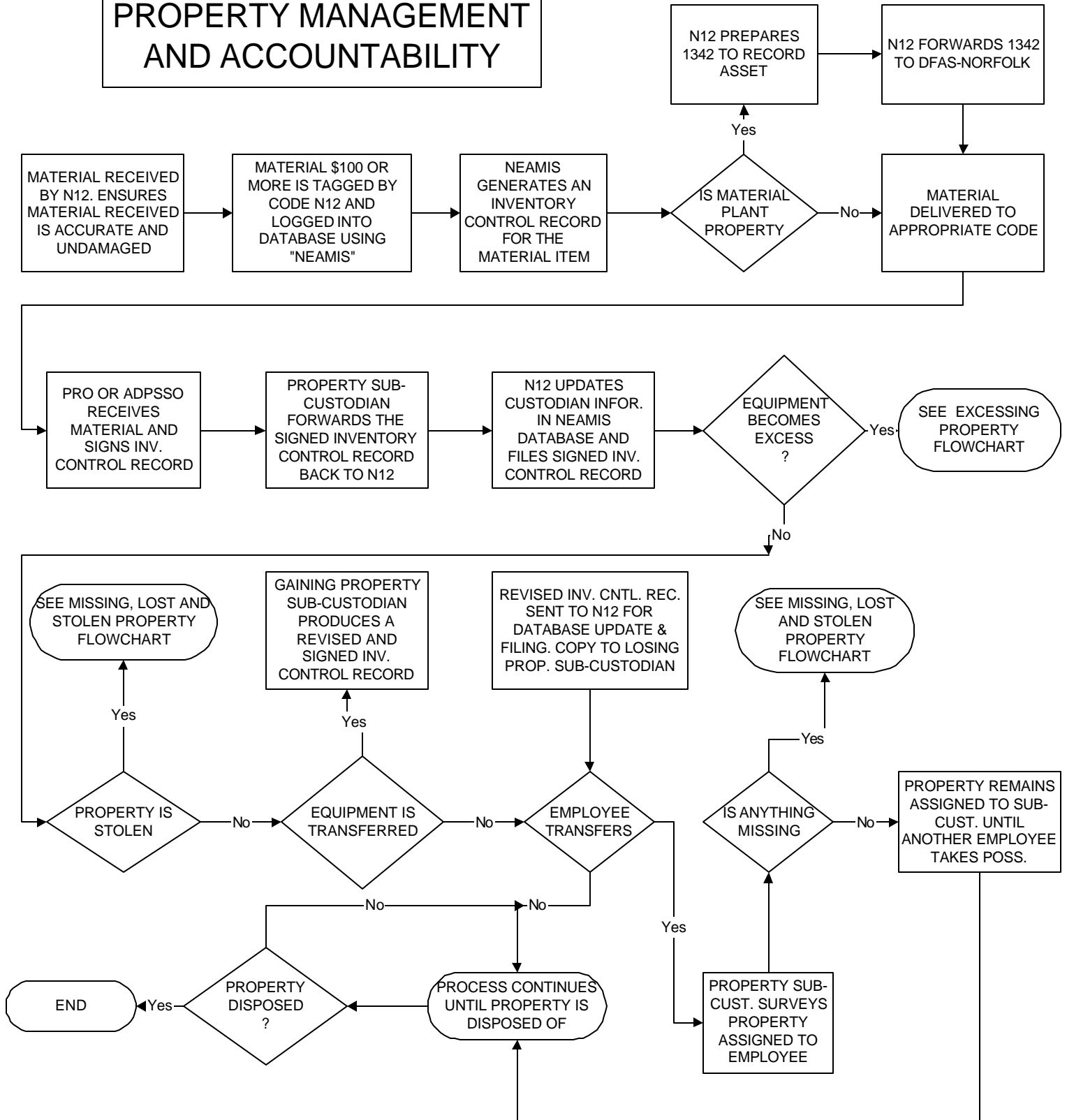
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assigned the property, disciplinary action will be taken in accordance with these instructions.

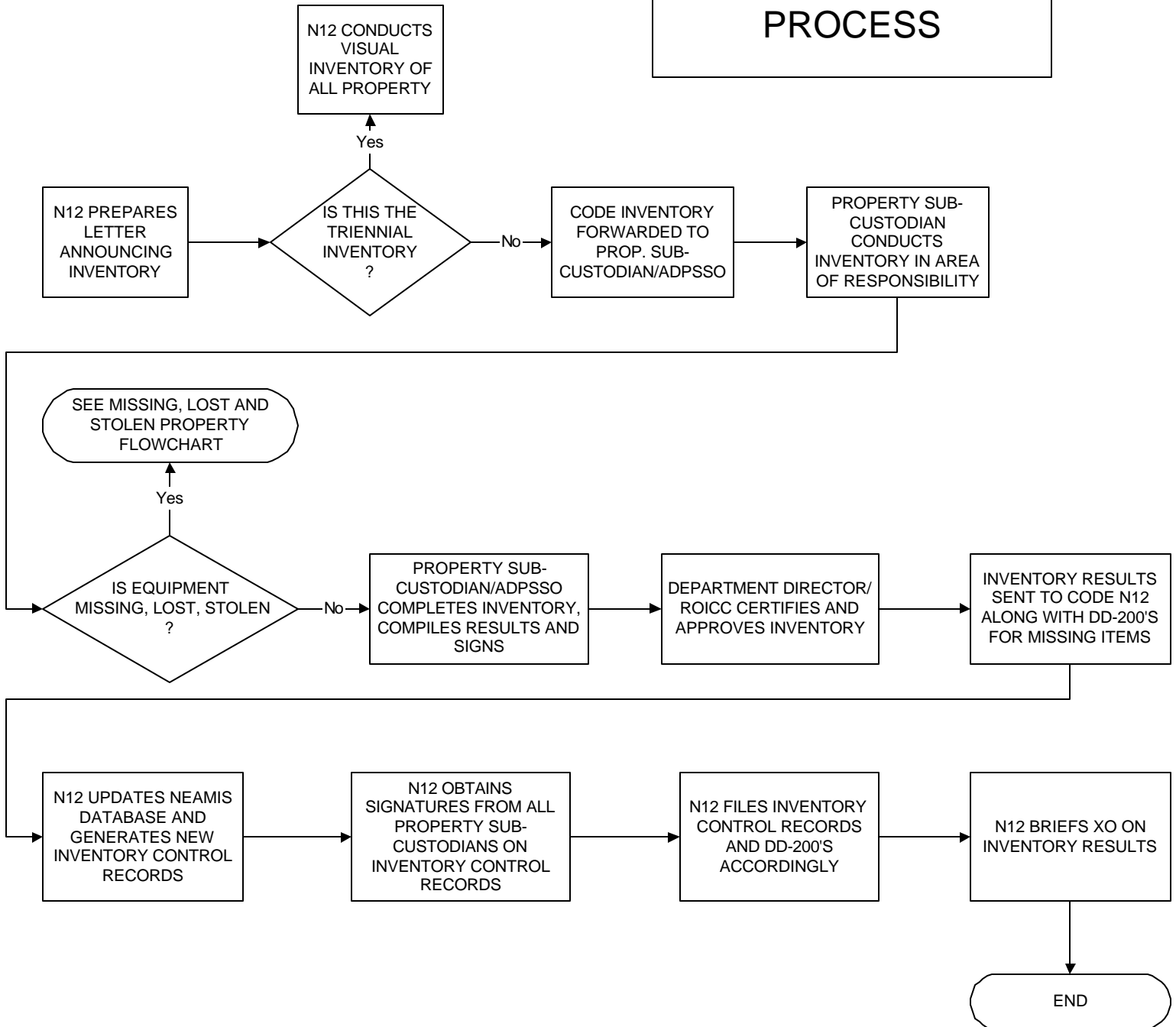
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PROPERTY MANAGEMENT AND ACCOUNTABILITY



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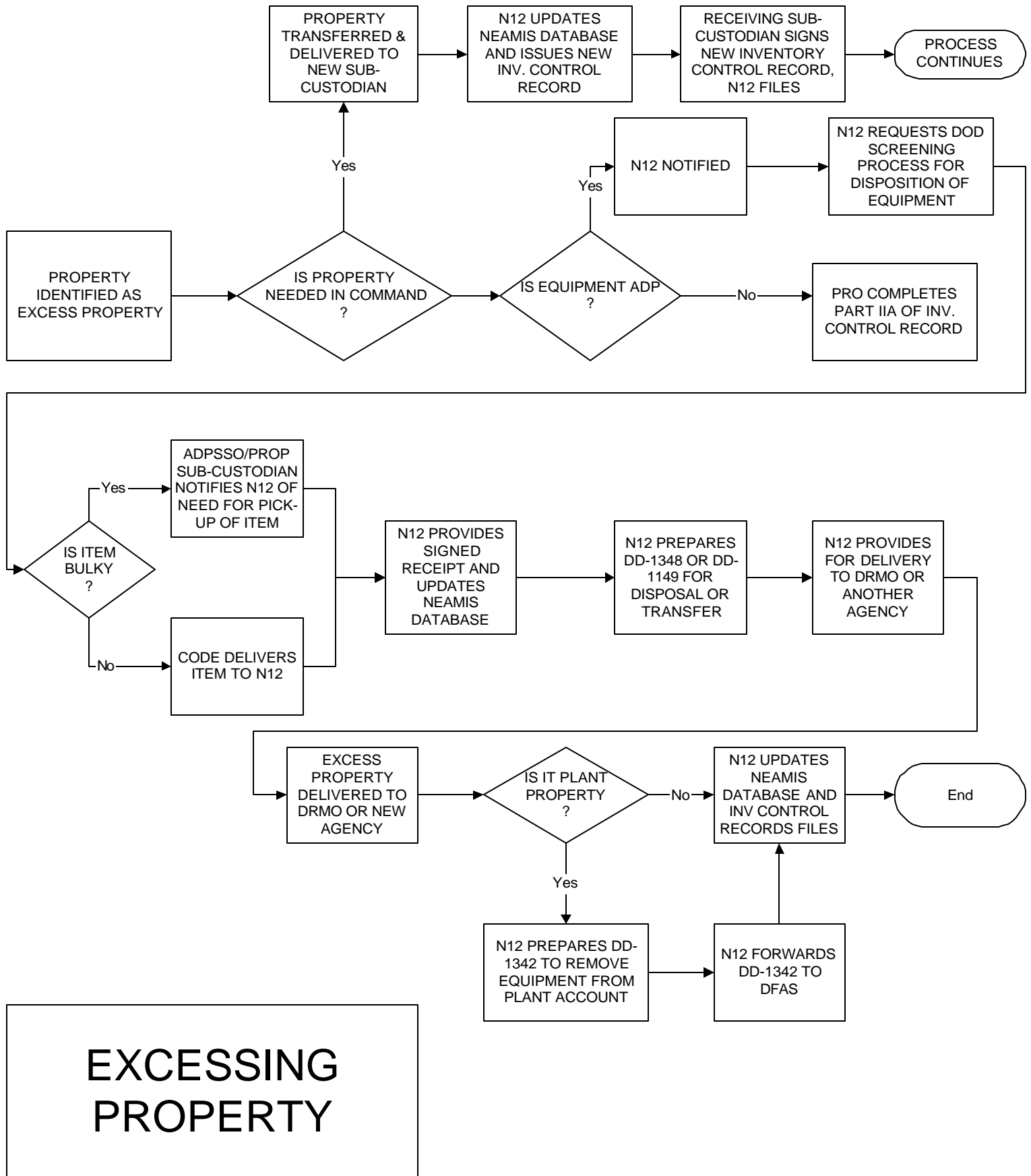
ANNUAL INVENTORY PROCESS



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**7400 OVERTIME AND COMPENSATORY TIME IN CONJUNCTION WITH
TEMPORARY DUTY (TDY)**

LEAD PROCESS OWNER: N1

Ref: (a) SECNAVINST 7000.11C <http://neds.nebt.daps.mil/>
(b) Joint Travel Regulation para. C1058, Exercise of
Prudence in Travel <http://www.perdiem.osd.mil/>

1. **Purpose.** To set forth command policy concerning overtime and compensatory time in conjunction with travel.

2. **Policy.** Reference (a) limits use of civilian overtime and compensatory time to cases of necessity. Reference (b) provides basic travel guidance for civilian employees. Briefly, managers and employees should exercise prudence in making travel arrangements. Where possible, travel should be scheduled during the employee's regular hours of duty. Our policy relating to overtime and compensatory time in conjunction with TDY is as follows:

a. Exempt and Non Exempt employees: the Fair Labor Standards Act (FLSA) exempts General Schedule (GS) or General Manager (GM) employees whose basic pay is in excess of the maximum rate of grade GS-10. Non exempt employees' basic pay is below the grade of GS-10. The following applies to non exempt, exempt, and host nation employees of ENGFLDACT MED:

(1) Business (non-training): Extended work periods at either an employees' work site or a TDY site will be compensated by overtime or compensatory time. Business does not include time to attend functions such as society or association meetings or work on outside activities not directly related to employee's responsibilities at ENGFLDACT MED.

(2) Training: Extended work periods while in a training status will not be compensated. Training is ordinarily a vehicle for potential advancement for which additional compensation is not considered warranted.

(3) Travel in connection with either business or training: No compensation merely for travel time outside normal duty hours. Per diem is, however, authorized for travel as governed by reference (b).

(4) Overtime: Overtime pay for time which extends a normal work schedule (80 hours) devoted to work are as follows:

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(a) Non exempt employees: time-and-a half pay of their regular rate.

(b) Exempt employees: at the rate of grade GS-10, Step 1.

(c) Host nation employees' normal rate plus 30% for weekdays and Saturdays and normal rate plus 60% for Sundays and Holidays. Compensatory time is not applicable to host nation employees.

(5) Alternative Work Schedule (AWS): Personnel who are on AWS will return to a normal 8-hour workday for the entire pay period while in a TDY status.

b. Department Heads:

(1) Are delegated authority for approving overtime and compensatory time on the Overtime/Compensatory Time Request and Authorization, NAVCOMPT Form 2282,

(2) Should limit overtime and compensatory time to cases of necessity as required by reference (a),

(3) Must ensure that funds are budgeted and available prior to approving authorization of overtime for any of their employees, and,

(4) Have ultimate responsibility for determining "exercise of prudence relating to travel."

**12000 RELOCATION BONUSES FOR U. S. CIVILIAN PERSONNEL;
ESTABLISHMENT OF
LEAD PROCESS OWNER: N11**

Ref: (a) OPM 5 CFR Ch. 1 (1-1-97 Edition) Subpart B

1. Purpose

a. Reference (a) provides regulations to implement 5 U.S.C. 5753, authorizing payment of a relocation bonus of up to 25 percent of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position. A relocation bonus is calculated as a percentage of the employee's annual rate of basic pay and paid as a lump sum.

2. Applicability

a. The determination to pay a relocation bonus must be made before the employee actually enters on duty in the position to which he or she was relocated.

b. Before a relocation bonus may be paid, ENGFLDACT MED shall require that the employee sign a written service agreement to complete a specified period of employment.

c. Field offices and departments may target groups of positions that have been difficult to fill in the past or that may be difficult to fill in the future. However, any determination to pay a bonus will be made on a case-by-case basis for each employee and recommended by the Position Management Board (PMB) to the Commanding Officer for final approval.

3. Responsibilities

a. The Administrative Officer is responsible for establishing the ENGFLDACT MED Relocation Bonus Plan. The relocation bonus plan shall include the following elements:

(1) The designation of officials with the authority to review and approve payment of relocation bonuses;

(2) Criteria that must be met or considered in authorizing bonuses, including criteria for determining the size of a bonus;

(3) Procedures for paying bonuses;

(4) Requirements for service agreements; and

(5) Documentation and record keeping requirements sufficient to allow reconstruction of the action.

b. Requests to pay a relocation bonus shall be submitted to the PMB in writing. The PMB will review each request and make recommendations to the Commanding Officer, who is the final approval authority. In determining whether a relocation bonus should be paid and determining the amount of any such payment, the PMB shall consider the following factors, as applicable in the case at hand:

(1) The success of recent efforts to recruit candidates for similar positions, including indicators such as offer acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions;

(2) Recent turnover in similar positions;

(3) Labor market factors that may affect the ability of the department or field office to recruit candidates for similar positions now or in the future;

(4) Special qualifications needed for the position; and

(5) Possibility of contracting out this position.

12301 CIVILIAN RECRUITMENTS

LEAD PROCESS OWNER: N11

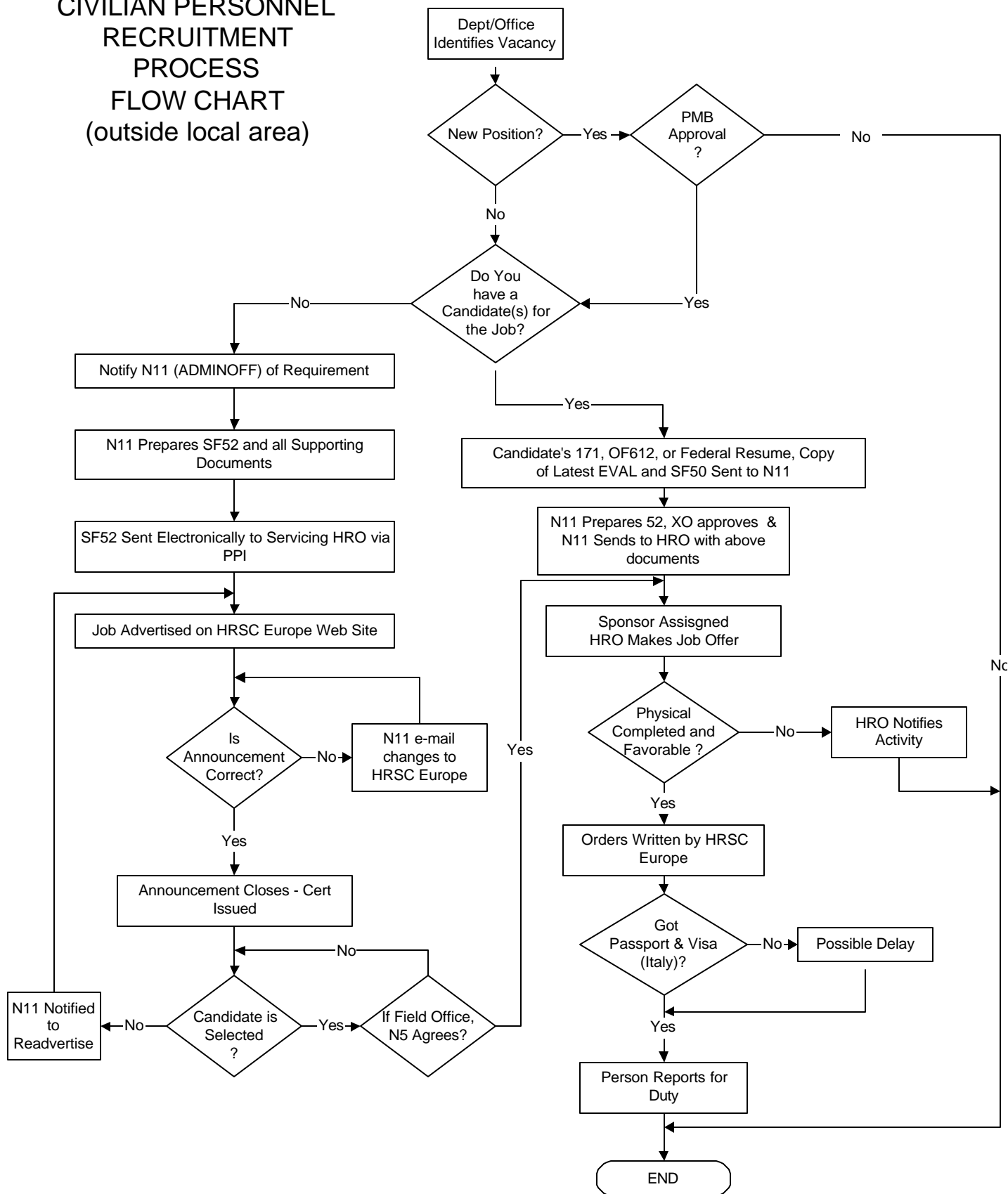
Encl: (1) Civilian Personnel Recruitment Process Flow Chart-
(Outside Local Area)
(2) Civilian Personnel Recruitment Process Flow Chart-
(Local Area)

1. **Purpose.** To publish the process to follow when recruiting civilian personnel.

2. **Action:** Enclosure (1) is the process for hiring civilian personnel from outside the local area. Enclosure (2) identifies the process for hiring employees locally

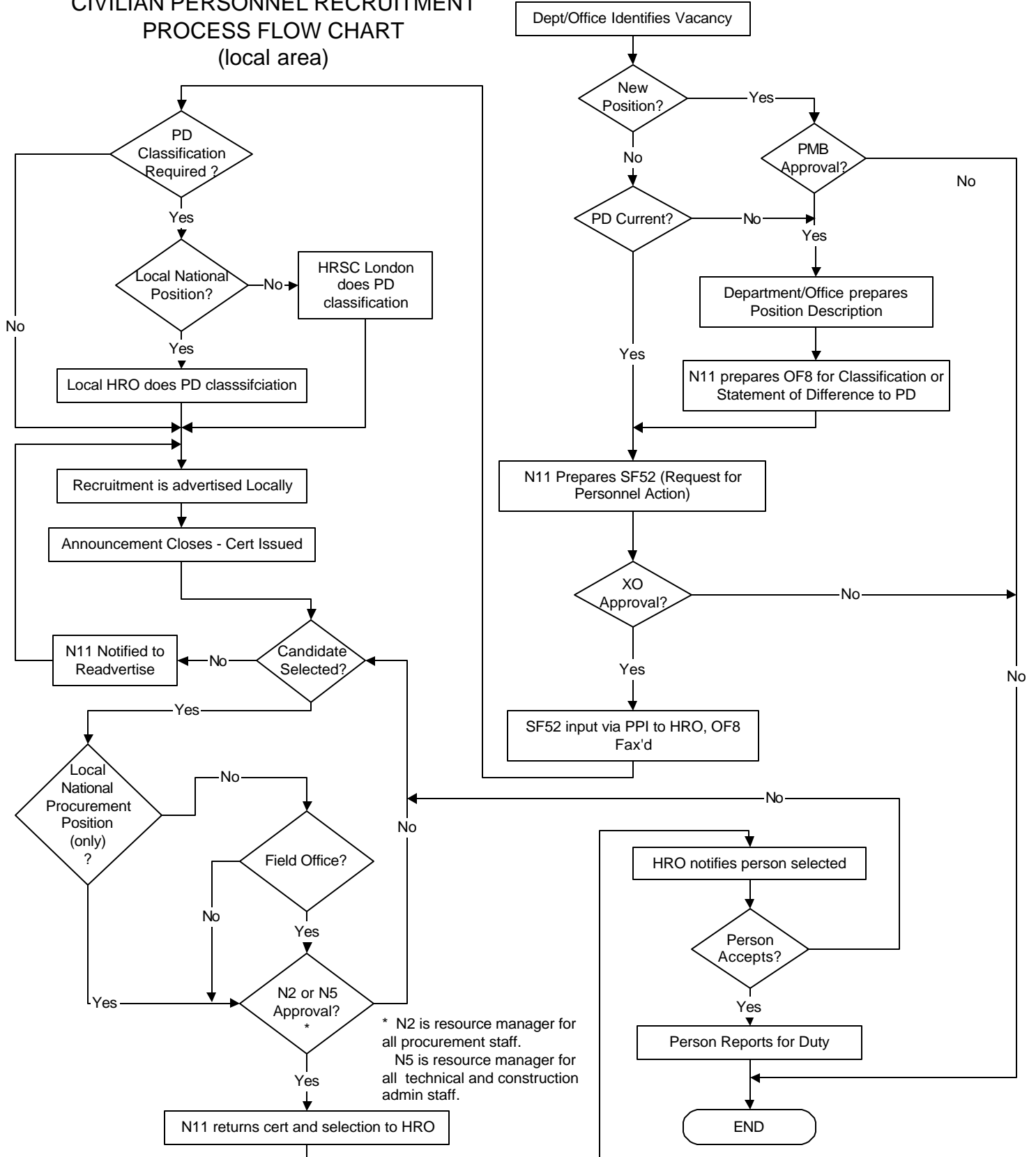
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CIVILIAN PERSONNEL RECRUITMENT PROCESS FLOW CHART (outside local area)



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CIVILIAN PERSONNEL RECRUITMENT PROCESS FLOW CHART (local area)



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12312 POSITION MANAGEMENT BOARD

Lead Process Owner: Code 09A1

Ref: (a) SECNAVINST 12510.9 <http://neds.nebt.daps.mil/>

Encl: (1) Position Management Change Memorandum

1. **Purpose.** To establish the Position Management Board (PMB) per reference (a).

2. **Policy.** Smaller operating budgets emphasize the continuing need to conduct business in the most economical and effective manner. As such, it is important to ensure that any changes to the current position management structure which result in an increase in full-time equivalent (FTE) and corresponding labor dollars be mission essential, comply with reference (a), and consider the priorities of the command. Department directors/special assistants have the responsibility to ensure that all civilian personnel actions promote the efficiency and effectiveness of the activity.

3. **Scope.** This guidance applies to all civilian personnel actions at the Engineering Field Activity, Mediterranean, and its field offices.

4. **Organization**

a. The PMB will evaluate all proposed organizational changes and provide input to the Executive Officer. Although the scope of the PMB is limited to appropriated fund civilian (U.S./Italian) positions (permanent or temporary, full-time/part-time), the PMB may recommend alternative staffing methods such as realignment of military billets or the use of contract support.

b. Normally, the PMB will conduct a quarterly long-range review of ENGFLDACT MED workload and organizational structure and establish plans to adjust the organization to meet future needs.

c. When the Position Management plan requires transfers or reductions of resources allocated to certain products and services, the PMB will require that each vacancy be reassessed by the board before a replacement is recruited.

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d. The PMB will review all Navy Distinguished/Superior/Meritorious Civilian Service Awards, Quality Step Increases (QSI), and cash awards exceeding \$1 thousand per individual.

5. The PMB shall meet monthly at the call of the Chairperson, on the third Thursday of the month.

a. The members and their roles are:

- (1) Component Business Officer/Deputy Operations Officer, Chairperson
- (2) Counsel, Member
- (3) Director, Resources Management Department, Member
- (4) Chief of Contracts, Member
- (5) Design Product Line Coordinator, Member
- (6) Construction Product Line Coordinator/ROICC Operations, Member
- (7) Real Estate Product Line Coordinator, Member
- (8) Environmental Product Line Coordinator, Member
- (9) Base Operations Support Product Line Coordinator, Member
- (10) Executive Officer, Member

b. Procedures are:

- (1) At least six members must be present to conduct business;
- (2) Substitutes for members are not authorized;

(3) Non-members may be invited to attend meetings to advocate proposals and answer questions, but they will not be present for deliberations and decision-making.

6. Action

a. Department directors/special assistants will:

(1) Propose changes to the organizational position structure only when the changes are anticipated to promote the efficiency and effectiveness of the activity;

(2) Use every civilian personnel vacancy as an opportunity to improve the efficiency and effectiveness of the activity's position structure;

(3) Use enclosure (1) as the framework for recommendations to the PMB; and

(4) Submit with enclosure (1), appropriate documentation to permit adequate evaluation by the board. This may include position descriptions, organization charts, workload and budget data or other information requested by the board.

b. Director, Resources Management Department will:

(1) Prepare SF-52 Request for Personnel Action, for approved actions,

(2) Coordinate processing of the action with the Human Resources Office,

(3) Obtain position management training for military/civilian supervisors.

12 June 00

Date

From: _____
Department director/special assistants

To: Position Management Board Chairperson

Subj: PROPOSED CHANGE(S) TO POSITION MANAGEMENT STRUCTURE

1. Discussion of proposed change; (For new positions and proposed upgrades, indicate where the new or higher level duties originated, e.g. from other existing positions (identify), a new mission from higher headquarters; or a locally identified need.)

2. Anticipated benefits, or the necessity for the change: (e.g., explain why these duties could not be assigned to someone who is currently at the higher grade or to a military person to preclude the need for the proposed upgrade.)

3. Anticipated negative impact if the change is not approved:

4. Indicate salary cost increase and any offset in savings occurring as result of this change:

5. If there is an anticipated increase in salary cost/workhours with no resulting savings, indicate a proposed source of funding/workhours to cover the increased cost:

Note: Provide appropriate documentation to define and explain the proposed change.

12 June 00

**12430 POLICY AND ADMINISTRATION OF PERFORMANCE
APPRAISAL REVIEW SYSTEM (PAR)**
LEAD PROCESS OWNER: N1

Ref: (a) LANTNAVFACENGCOM INST 12430.3
<http://lantops.efdlant.navfac.navy.mil/>

1. **Purpose.** To provide policy and delegation of authority for completing performance evaluations and performance related awards for U.S. Civil Service associates at Engineering Field Activity, Mediterranean and field offices.

2. **Scope.** The provisions of this instruction are applicable to ENGFLDACT MED headquarters and field offices.

3. **Policy.** ENGFLDACT MED will implement the Atlantic Division Performance Awards Program as described in reference (a) with the following local modifications.

a. Progress reviews will be performed quarterly. In addition, the establishment of the Appraisal Plan and final appraisal require wet-signature approval by the reviewer.

b. The rating cycle for ENGFLDACT MED (including field offices) will be 1 April through 31 March.

c. The annual schedule of rating events for ENGFLDACT MED are as follows:

(1) Thirty days prior to the beginning of rating period: Supervisor establishes optional assignments for the year if utilized.

(2) By 28 February: Employee completes personal accomplishments for the past year.

(3) By 31 March: Establish Appraisal Plan for new year.

(4) By 5 April: Supervisors complete appraisals and gain concurrence of reviewer and employee signs the appraisal. Not later than 15 April, all PARs are forwarded to the Administrative Officer (N11) for processing.

(5) By the last day of June, September, and December, supervisors/employees complete and sign quarterly reviews.

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d. Since the Pass/Fail version of the Appraisal Plan form has been adopted, supervisors are encouraged to provide meaningful comments on the Rating of Record for the benefit of the associate. Likewise, associates are encouraged to use the Personal Accomplishments form to document their significant contributions and personal growth.

e. The command incentive awards and performance awards programs will be used to recognize associates promptly for exceptional accomplishments and to encourage team participation. Therefore, individual cash awards will not be associated with end-of-year performance awards after the 31 March 1999 ratings. Incentive awards, including Special Act Awards and Sustained Superior Performance Awards may be given at the end of the rating cycle, but not in association with the performance rating. Under current regulations, Quality Step Increases (QSI) may be given only in association with a performance rating. Supervisors may still recommend a QSI at the end of the rating cycle if it is an appropriate recognition.

12 June 00

12451 CIVILIAN AWARDS

LEAD PROCESS OWNER: N1

REF: (a) LANTDIV NAVFACENGCOMINST 12450.3
<http://lantops.efdlant.navfac.navy.mil/>

Encl: (1) Employee of the Year Nomination Memorandum
(2) Civilian Incentive Award Process Flow Chart

1. **Purpose.** To publish procedures for processing civilian personnel incentive awards and the process to be used to nominate, select, and recognize high performance and outstanding achievements by individuals and teams.

1. **Action.** The command will recognize, on 1 April annually, an Administrative Employee of the Year (categories GS-6 and below and GS-7 and above), Field Employee of the Year (field offices are only eligible), and Employee of the Year (Headquarters personnel only). Enclosure (1) is the format for submitting nominees for these awards.

Enclosure (2) identifies the procedures to be followed when awarding civilian personnel incentive awards. As a reminder, the emphasis on civilian awards is now on team accomplishments vice individual accomplishments. This does not preclude you from recognizing individual achievement when in fact the individual was given a personal assignment or did something on their own to merit a award. All Quality Step Increases, Navy Distinguished/Superior/Meritorious Civilian Service Awards, and monetary awards greater than \$1 thousand per individual **must** be processed through the Position Management Board. Department directors/ROICCs are responsible for approving (approval authority can not be delegated), and funding from their budgets, all monetary awards for \$1 thousand or less, ensuring their individual award budgets are not exceeded. Awards greater than \$1 thousand, though requiring PMB approval, still come out of individual budgets. Requests for additional award funding must be approved via the Chain of Command before exceeding allocated amounts.

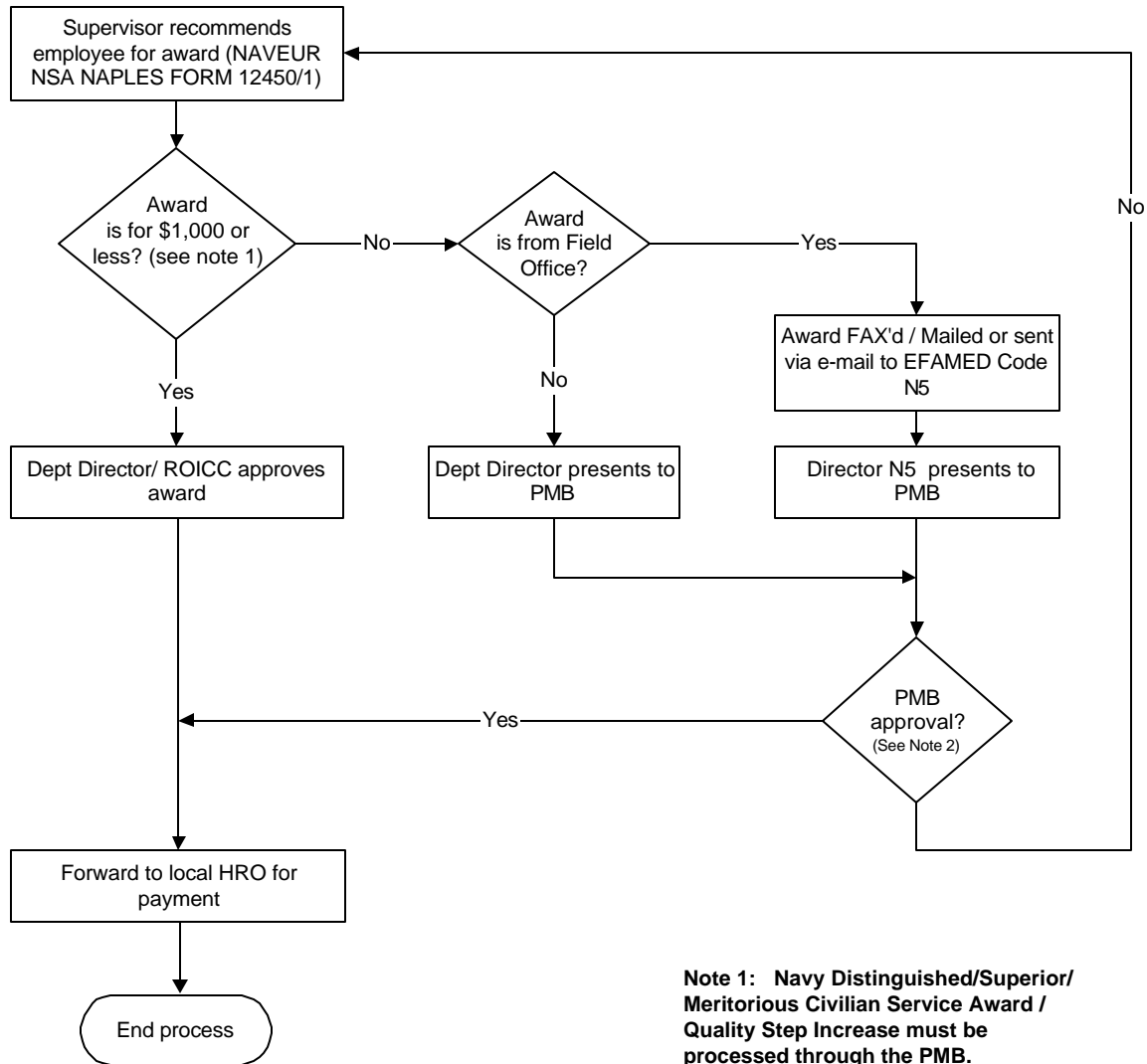
3. **Forms Availability.** NAVEUR NSA NAPLES FORM 12450/1 is available on the Local Area Network at Headquarters and on a computer diskette at field offices.

12 June 00

EMPLOYEE OF THE YEAR NOMINATION FORM (Not to exceed 2 pages)

1. Category:
2. Personal Data
 - a. Name of nominee:
 - b. Name of nominator:
 - c. Job title & grade of nominee:
 - d. Organization and location:
 - e. Length of federal service:
 - f. Number of years with component:
 - g. Residence address:
3. Basis for Nomination (narrative outlining the following):
 - a. Job Performance:
 - b. Accomplishments beyond immediate assignment:
 - c. Educational self-improvement achievements:
 - d. Honors and Awards
 - e. Participation in Command, office, and employee activities:
 - f. Civic Activities:

Civilian Awards Process Flow Chart



Note 1: Navy Distinguished/Superior/ Meritorious Civilian Service Award / Quality Step Increase must be processed through the PMB.

Note 2: PMB can approve/disapprove - raise/lower award amount.

ENGFLDACTMEDINST 5000.1

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22 September 00

**12620 ALTERNATE WORK SCHEDULE (AWS)/CORE HOURS OF WORK
FOR CIVILIAN PERSONNEL**
LEAD PROCESS OWNER: N11

(A)

Ref: (a) OPM Handbook on Alternative Work Schedules
(<http://www.opm.gov/oca/aws/index.htm>)

1. **Purpose.** This Article governs the procedure for AWS for U.S. civilian personnel and the requirement for all civilian personnel to be at work during Core Work Hours. Reference (a) authorizes establishment of AWS, Core Hours of Work, and describes the way in which holidays are treated for employees working an AWS schedule.

2. Definitions

a. **Alternate Work Schedule (AWS).** AWS at this activity, is a compressed work schedule under which an employee works eight, 9-hour days, and one, 8-hour day and has the tenth day off during a biweekly (2-week) pay period (9 workdays for a total of 80 hours). This is referred to as 5-4/9 plan.

b. **Core Work Hours.** Those designated hours that must be part of all employees (U.S. and Local National) work schedules.

3. Policy

a. **AWS.** AWS is available to U.S. civilian employees with the approval of their supervisor and workload permitting. Personnel who are on an AWS schedule and attend training or are on Temporary Duty (TDY) for a period of 3 or more days require a work schedule change to a normal 8-hour, 10-day, work schedule for the entire pay period in which they are attending training or are on TDY. When a holiday occurs on an employee's regularly scheduled day off and that day is a Monday, the employee will have Tuesday at his/her day off. If the day off is a Friday, the employee's designated day off in lieu of the holiday will be Thursday.

b. **Core Hours of Work.** Core Work Hours for all employees of this activity are 0800 to 1500.

ENGFLDACTMEDINST 5000.1 CH-1

22 September 00

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12933 POLICY FOR PROFESSIONAL REGISTRATION FOR ENGINEERS AND ARCHITECTS

LEAD PROCESS OWNER: N4

Encl: (1) Engineer and Architect Positions Report
(2) Waiver Requirements and Procedure
(3) Maintenance of Professional Register

1. Purpose

a. To establish policy and procedures for requiring professional registration as a selective placement factor for engineer and architect professional positions.

b. To provide professional registration/certification waiver procedures.

c. To provide procedures for formal recognition of individuals who have achieved professional registration.

2. Background

a. We strongly encourage professional registration as a means to develop and maintain a staff of the highest technical competence.

b. NAVFACENGCOMINST 12400.11 provides policy and waiver requirements for professional registration of Civil Engineer Corps officers and civilians, except Professional Development Center (PDC) trainees. NAVFACENGCOM ltr of 28 Jun 96 provides policy for maintaining professional credentials in multidisciplinary environmental positions. NAVFAC P-68 authorizes Engineering Field Divisions (EFDs) and Engineering Field Activities (EFAs) Commanders/Commanding Officers the authority to grant waivers of registration for contract board actions.

c. Professional registration of U.S. engineers and architects is defined as meeting the legal requirement for private practice as required by the District of Columbia, one of the individual states, or one of the territories of the United States.

d. Professional registration of Local National engineers and architects is defined as meeting the legal requirement for private practice as required by the host country.

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e. All command departments and field offices shall prepare a list of positions requiring professional registration, and not waive the requirement once the position has been identified.

f. Position Listings and Executive Summaries. The command will formally document and publish a Position Listing of all existing positions (encumbered and not encumbered) requiring professional registration accompanied by an Executive Summary. Position Listing and Executive Summary shall be by headquarters departments and field offices. The pertinent GS-0800 series position classifications requiring reporting as prescribed by NAVFACENGCOMINST 12400.4C are contained in enclosure (1).

g. To enhance the professional image of the command, and to identify those personnel who have attained professional registration/certification, a register board will be installed in command headquarters. The board will include the names of on-board command military and civilian personnel who have achieved professional registration/ certification as engineers, interior designers, architects, landscape architects, and community planners.

3. Policy

a. Professional registration will be required as a selective placement factor when filling vacancies for all command supervisory engineer and architect positions.

b. Professional registration will be required as a selective placement factor when filling vacancies for all command engineer and architect positions that require one or more of the following actions:

(1) Professional is accountable for engineering and architectural decisions.

(2) Represents the command to the public on engineering or architectural matters.

(3) Signs engineering or architectural drawings or criteria.

(4) Serves as an engineer or architect on A-E slate, selection, fee negotiation, and contract claim or change order boards.

c. Professional registration will be included as a desirable but not mandatory placement factor for all engineer and architect positions not covered by paragraphs 3a & 3b.

d. Only professionally registered engineers and architects may chair A-E slate, selection, fee negotiation, contract claim or change boards.

e. Non-registered engineers and architects may not serve as voting members on these boards unless they have been granted a waiver. Waiver requirements and procedures are contained in enclosure (2).

f. The names of registered/certified personnel shall be displayed as a means of recognizing and promoting professional achievement. Command recognition will be given when a person achieves professional registration.

g. The appropriate department director, prior to the establishment of any engineer or architect position, will determine the necessity for a professional registration. The Human Resources Office will not process action on any of these positions until there is clear indication that this determination has been made.

4. Action

a. Personnel who are authorized to initiate recruitment actions will insure that the requirement for registration or credentials is included in position descriptions for all positions to which the policy in paragraph 3a and 3b is applicable.

b. An Engineer and Architect Position Report will be prepared as prescribed in enclosure (1).

c. Maintenance of the Professional Register and preparation of Letters of Commendation for newly registered/certified personnel shall be as prescribed in enclosure (3).

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ENGINEER & ARCHITECT POSITIONS REPORT

1. As changes occur, cognizant departments employing engineers and architects will submit to N4 updated/annotated Position Listings and Executive Summaries of engineer and/or architect positions to reflect current status. Updated/annotated information shall reflect any changes, i.e., registration requirements, additions or deletions of incumbents, position description number changes, position changes, professional registration status of incumbents, executive summary changes, etc. The listing will contain the information required for Position Listing in paragraph 4 and the Executive Summary in paragraph 5. All transmittals involving field offices will be submitted via N5.

2. All persons occupying positions in the following Civil Service Classification Series GS-0800 will be reported.

801	General Engineer	855	Electronics Engineer
803	Safety Engineer	858	Bio-Medical Engineer
804	Fire Prevention Engineer	861	Aerospace Engineer
806	Materials Engineer	871	Naval Architect
807	Landscaping Architect	880	Mining Engineer
808	Architect	881	Petroleum Engineer
819	Environmental Engineer	892	Ceramic Engineer
830	Mechanical Engineer	893	Chemical Engineer
810	Civil Engineer	890	Agricultural Engineer
840	Nuclear Engineer	894	Welding Engineer
850	Electrical Engineer	896	Industrial Engineer

The following GS-0800 series do not need to be reported:

802	Engineering Technician
809	Construction Representative
817	Surveying Aid (GS-01 through GS-03) Surveying Technician (GS-04 through GS-12)
818	Engineering Draftsman
828	Construction Analyst
856	Electronics Technician

873 Ship Surveyor
895 Industrial Engineering Technician
899 Engineering Student Training
PDC Trainees

4. Information required for Position Listing:

- a. Code
- b. Series
- c. Grade
- d. Position Title
- e. Position Established (date)
- f. Position Description Number
- g. Registration Requirement
- h. Incumbent's Name
- i. State of Registration
- j. Type of Registration (PE, RA, etc.- include EIT)
- k. License Number
- l. EIT, State and Year
- m. Date Waiver Expires (if no registration and holding a waiver)

5. Information required for Executive Summary:

- a. Department/division code ____.
- b. Total number of engineers/architects positions in Division ____.
- c. Total number of these positions which require professional registration ____.
- d. Percentage of positions requiring professional registration $(c/b) \times 100 = __\%$.
- e. Total number of incumbents having professional registration ____.
- f. Percentage of registered incumbents of total engineer/architect positions $(f/b) \times 100 = __\%$.

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**WAIVER REQUIREMENTS AND PROCEDURE
(Military & Civilian)**

1. In special circumstances the registration requirements may be waived by reason of command mission accomplishment. The Executive Officer, Code 09, is delegated authority to grant waivers of registration to engineers and architects to serve on such boards, to include the selection of junior officers.

2. In general it is anticipated that waivers will be granted for a specific period of time (18 months maximum) and only for those individuals actively pursuing professional registration. Engineers requesting waivers shall have an EIT certificate. Architects should be in the process of completing their required internship.

3. Board chairpersons must be registered professionals.

4. All of the questions listed below shall be answered when applying for registration waivers. Command personnel shall submit requests to N4. Field offices shall submit requests to the Commanding Officer, ENGFLDACT MED (N4) for processing.

5. Waiver request questionnaire:

1. Reason for Waiver Request
2. Name
3. GS Series and Grade
4. Organization
5. Discipline/Title
6. Degree(s) and Year Degree(s) received
7. Date individual passed EIT
8. Date Individual first eligible to take PE/RA/RLA
9. Date individual intends to take PE/RA/RLA exam
10. Number of years individual has worked under the direct supervision of a registered engineer or architect
11. Date of successful completion (or equivalency exam) of the Design Contract Management Course or anticipated date of course participation
12. Current staff available for Board/Committee membership, e.g., total number of engineers and/or architects who are presently registered and have completed the Design Contract Management Course or have taken the equivalency exam.

12 June 00**MAINTENANCE OF PROFESSIONAL REGISTER**

1. Recognition of Registration and Certification. The names of registered/certified personnel shall be displayed as a means of recognizing and promoting professional achievement. Command recognition will be given when a person achieves professional registration/certification.

2. Action

a. For initiation and maintenance of the Professional Register:

(1) N4 provides names and professional registration status of on-board personnel (military and civilian) for initial preparation of the register board.

(2) N4 will ensure that the register board is kept current based on information received.

b. For preparation of letters of commendation for newly registered personnel:

(1) Headquarters and field offices employing engineers and/or architects will submit a memo to N4 for newly registered personnel indicating the name, code, professional registration category (i.e., engineer, architect, landscape architect or community planner), state of registration, and date of notification. N4 will update the register board. All transmittals involving field offices will be submitted via N5.

(2) N4 will prepare a Command Letter of Commendation for each newly registered individual and forward it to Code 09 for further action.

(3) Code 09 will obtain the Commanding Officer's signature on the letter and schedule presentations in conjunction with normal awards ceremonies at Headquarters. Letters for remote field personnel will be forwarded for local presentation.

(4) N4 will forward to Atlantic Division, Naval Facilities Engineering Command, for inclusion into "The Observer."